Instructor: Dr. I.F-J von Neuhaus
Office Location: Soc. Sci. Building, Room 145
Office Hours: Virtual Office
Time Zone: Central United States

Office Phone: 903.886.5720
Office Fax: 903.886.5434
University Email: Frank.vonNeuhaus@tamuc.edu (Preferred form of communication)

COURSE INFORMATION

Required Textbooks and Readings

This course is one of the classes in the college's Low Cost Textbook Initiative. Technical writing textbooks can be very expensive, but similar content is available on the internet, including a free textbook. Our university's Career Development Office also produces a handbook, Make the Connection, which is published online.

As a result, you will not have to spend any money on a textbook for this course.

Instead, here are links to the assigned online textbook and additional resources for editing your writing. The online resources are not copied or downloaded to our course shell because that could violate copyright.

However, you can easily access all the resources online. You can also pick up a hard copy of the Career Development handbook at their office.

1. Title: Free Online Textbook for Technical Writing
   Author: David Mc Murrey
   URL: https://www.prismnet.com/~hcexres/textbook/acctoc.html

I am not assigning all the content in this textbook: but specific chapters and specific subsections of the chapters will be assigned and noted.

http://www.tamuc.edu/CampusLife/CampusServices/CareerDevelopment/Students/Career%20Guide.aspx

You may read the handbook online, or download a copy to your computer. The office is no longer publishing a print copy. 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.

3. Additional Resources on Grammar, Mechanics and Style

The resources below are all created by college and university Writing Centers. The URLs lead you to the index or home page. As with Mc Murrey, I will not assign everything available on a site. Specific sections will be listed on assignments.

**Aims Community College: Online Writing Lab**
http://www.aims.edu/student/online-writing-lab/grammar/index.php

**Marquette University: Writing Across the Curriculum**
http://www.marquette.edu/wac/index.shtml

**Purdue University: The Purdue Online Writing Lab**  https://owl.english.purdue.edu/owl/

**St. Cloud University: Write Place**
http://leo.stcloudstate.edu/index.html

**University of Wisconsin: The Writing Center** http://writing.wisc.edu/Handbook/index.html

**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.

**Spring 2018:** The class theme this term is professionalization.
"Professionalization" means preparing for a future profession while at the university. Most preparation takes place in major classes. Since this class is required for a number of majors in different programs, the theme and the related assignments allow learners to focus on learning more about their own professional interests.

In order to make the best use of this class, learners must identify a single professional goal in the introductory discussion during Week 1. This goal must be either a job they wish to obtain when they complete their Bachelor's degree here *or* the graduate/professional program they hope to enter when they finish complete their Bachelor's degree. That specific goal will be part of the criteria I use when assessing the assigned work.

Grading

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annotated Bibliography</td>
<td>15%</td>
</tr>
<tr>
<td>Articles</td>
<td>15%</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>10%</td>
</tr>
<tr>
<td>Discussions</td>
<td>15%</td>
</tr>
<tr>
<td>Individual power point project</td>
<td>15%</td>
</tr>
<tr>
<td>Job Fair or?</td>
<td>10%</td>
</tr>
<tr>
<td>Resume</td>
<td>10%</td>
</tr>
<tr>
<td>Misc. (writing assignments)</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Because of the importance of academic standards of honesty in using research in technical writing, a unit on "Educating about Plagiarism" (EAP) is assigned at the start of class.

English 341 is a writing class based on the process method. The process method incorporates rough drafts, feedback, and revision of writing assignments on a few assignments during the
semester. On specific assignments rough drafts will be required and completed satisfactorily, final drafts will not be accepted without successful completion of the earlier drafts in sequence. For instance, a rough draft of the Annotated Bibliography must be completed before the final draft can be turned in, these will be peer reviewed.

**Learning Outcomes**

Learners will demonstrate they can:

1. Engage in a writing process that incorporates revision based upon feedback. 
   Assessed by: Rough and final draft of selected assignments.

2. Conduct online research to identify, evaluate and select appropriate professional organizations and resources to be used in writing assignments.
   Assessed by: Annotated Bibliography.

3. Produce correctly formatted professional documents.
   Assessed by: selected assignments.

4. Research, write and revise a research-based professionalization report for students on the topic of necessary professionalization activities and preparation.
   Assessed by: selected assignments.

5. Accurately and correctly summarize, paraphrase, quote and attribute professional resources in their assignments, using the Modern Language Association's (MLA) guidelines.
   Assessed by: "Educating about Plagiarism" Unit and Final Drafts of Annotated Bibliography and selected assignments.

**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).
- Complete and submit assignments electronically using the online course platform's tools/tabs for the Dropbox.
- Access their grades in the Pearson LearningStudio (eCollege)
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. Work is due no later than 11:59 p.m. on the assigned due dates.

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

Assignment handouts are found in the course shell on the Home Page. These handouts detailed information on due dates, objectives, required content, format, structure, information on resources, and grading rubrics. These handouts need to be read carefully whether in an online version or a hard copy printed out.

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

COURSE ASSESSMENT

All assignments will be assessed according to the criteria on the assignment handouts.

Since the course is based around a writing process, rough drafts are graded primarily on effort. If a draft is turned in on time as defined by the course, and if it shows some effort to address assignment requirements as described in the written instructions then a higher grade should be the results of your hard work.

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

There are late penalties for late work; minimum 10 points.

GRADING

The final class grade is based on the finished product. Students 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 grades.

Assignment
The gradebook function 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

**NOTE:** Be sure to review and following instructions carefully.

The gradebook will show students what grade they have earned at any point (based on the percentage of points earned from the completed work).

If at any time students have a question about the comments or concern about grades, they should contact me (by email).

If we are unable to resolve the concern, learners may then wish to meet with the program director (see the Department Grievances Procedure).

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:
  
  - 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


• 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:

  o Adobe Reader https://get.adobe.com/reader/
  o Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player https://get.adobe.com/shockwave/
  o Apple Quick Time 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
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 us 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](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/](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 Apps are designed and adapted for different devices. **App Title:**

<table>
<thead>
<tr>
<th>Operating System</th>
<th>iPhone - Pearson LearningStudio Courses for iPhone</th>
<th>Android - LearningStudio Courses - Phone</th>
</tr>
</thead>
</table>

**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, Department of Literature and Languages (DLL), & COURSE PROCEDURES

This section contains information on Texas A&M-University procedures, Department of Literature and Languages procedures, and Dr. von Neuhaus'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.R0.03

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.

**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](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 9-1.
**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, usually 2/3s. If circumstances in the last few weeks of the 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.

**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).

**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.

**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:

Undergraduate ENG, JOUR, RTV and SPC courses:

1. Instructor
2. 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.

**Class Procedures**

**Late Work**: Late work is penalized, be prepared for a letter grade deduction (10 points).

In this class, "late" means work turned in any time after the due date *unless* a request is emailed for an additional extension, prior to the due date. The standard extension is 24 hours past the due date. If additional time is needed, documentation concerning the reason must be provided with the email request.

Because the writing assignments are weighted toward rewarding effort and the course schedule allows for revision, the best strategy for success in the class is to turn all work in on time. Rough drafts are graded on effort not quality, and quality comes from a process of revision after receiving feedback.

**Due Dates**: Work assigned in the weekly units is usually due by 11:55 p.m. U. S. Central Time.

**No Penalty Zone (NPZ)**: The NPZ is an automatic extension of 24 hours which applies to all assignments. Permission must be given in writing before the due date.
If it is impossible to turn work in by the due date, additional time may be requested by email. Please put "Extension Request" and the Assignment name in the subject line of your email. You will need to give me a reason, but you can expect to be approved to turn your work in by the next day with points be deducted.

Work that comes in late may not be graded quickly, because I grade work that has come in on time first.

NOTE: If a medical condition, emergency or some other situation (professional or personal) which affects a student’s ability to do the work for this class on time, please email me as soon as possible.

WARNING: Be prepared to complete all work by the official deadline.

**Plagiarism Definition and Course Procedure:** Students must acknowledge and document all sources (summarized, paraphrased, or quoted) using the MLA Handbook (7th or 8th edition) guidelines in all assignments: discussions, journals, first drafts, and final drafts. The Purdue OWL resources on MLA citation follow the MLA 8th edition guidelines.

These rules require attribution information in the text of sentences for summaries and paraphrases and parenthetical attribution after direct quotes in the papers as well as a Works Cited page.

Plagiarism is not excused by saying "I did not mean to do it!" Unintentional plagiarism is still plagiarism. If information is summarized from a source without textual attribution, 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 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.

**Plagiarism Grade Penalties:**

The first instance of plagiarism on a writing assignment draft will result in a 0 for that assignment. However, the student may make up that grade for the assignment and turn in the remaining revisions associated with the assignment by completing a Plagiarism Prevention Exercise (PPE) given by the instructor. The PPE must be turned in **before** the next draft due for that assignment.
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 turned in 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. von Neuhaus 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.
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 on the course website in advance of the week in which the change will occur and will be sent out by the class email.

Important Spring Dates

First Class Day – 16th January 2018, Tuesday

Spring Break – 12th -- 16th March 2018, Monday – Friday

Last Class Day – 4th May 2018

Spring Finals – 5th – 11th May 2018, Saturday – Friday

Under construction

Week One                           Week Eleven
Week Two                           Week Twelve
Week Three                         Week Thirteen
Week Four                          Week Fourteen
Week Five                          Week Fifteen
Week Six                           Finals Week
Week Seven
Week Eight
Week Nine
Week Ten