



**ENG 100.01L College Reading and Writing
COURSE SYLLABUS: Spring 2018**

Instructor: Masoumeh Razzaghi

Office Location: THL 233

Office Hours: Mondays and Wednesdays 9-10

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PLEASE NOTE: This is a common syllabus used by graduate assistants teaching sections of this course.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook Required:

On Writing: A Memoir of the Craft. Stephen King. Scribner, 2010.

Other readings as assigned by the instructor (available online).

Course Description:

English 100 supports students in successfully completing their ENG 1301 course, which is taken simultaneously with ENG 100. Students work in small groups and with their instructor to strengthen drafts of ENG 1301 writing assignments. Students will understand better the writing process and also work individually on the challenges they may face when writing academic texts. Students will also work on their reading skills in this course.

Student Learning Outcomes:

1. Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
2. In written, oral, and/or visual communication, A&M-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
3. Students will be able to work together toward a shared purpose relevant to the course or discipline with a sense of shared responsibility for meeting that purpose.
4. Students will understand and practice academic honesty.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Conferences:

These conferences are one-on-one conferences scheduled between the instructor and student. It is your responsibility to sign up for a meeting time with your instructor prior to the conferences week. See the course calendar at the end of the syllabus for dates.

GRADING

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

Assignment Name	Percentage of Grade
Reading Assignments	20%
Attendance & Participation	30%
Journals	30%
Writing Memoir	20%

Assessments

(1) Reading Assignments:

You will have in-class or homework assignments throughout the semester to show your understanding of the readings.

(2) Journals:

You will submit weekly journals that will help you reflect on your writing, process class content, and complete your 'writing memoirs' (see below).

(3) Writing Memoir:

In this class, you read Stephen King's memoir of his writing. Your own writing memoir is the final project. 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.

Participation and attendance policy:

In order to receive participation points every week, you need to:

- **prepare** before class: complete any reading & writing assignments *before class*
- be *on time*.
- **participate**: engage in class discussions, listen attentively, take notes, ask when confused, answer questions, etc.

TECHNOLOGY REQUIREMENTS

You will need:

- Flash drive or other means (dropbox.com account, for example) of storing digital versions of the essays and other written material you generate (always, always keep a backup of everything you turn in!)
- 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)
- Ability to print 30-50 pages throughout the semester (funds, ink, paper, etc.)
- Many teachers require students to access an eCollege course shell for supplemental course information

COMMUNICATION AND SUPPORT

Please contact your instructor with any questions you may have. Your instructor's communication preference is e-mail, and her address is: mrzazghi@leomail.tamuc.edu. Also, each instructor in the department of literature and languages is required to keep at least three office hours per course 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 Writing, Dr. Jessica Pauszek, 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. Jessica Pauszek, Director of Writing -> Dr. Susan Stewart, Assistant Department Head or Dr. Hunter Hayes, Department Head

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 is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy

- Students need to attend the class to gain their attendance grade, which is 30% of their final grades.
- The only "excused absences" are for university-sanctioned events. In case of these events, students must show evidences, such as coaches' emails, invitation letters, etc, to gain your instructor's permission for missing the class.
- In case of absences for illness, court appearances, child care arrangements, and other situations when you must miss class, please email your instructor Masoumeh.Razzaghi@tamuc.edu to acknowledge the instructor before the class starts and provide any related documentations as a proof later when you come back to the class. Failure to acknowledging your instructor about the reasons of your absences will be counted as absences and affect your final grades.
- There is no such thing as "partial attendance"—students are either present for the entire course or they are absent.
- Habitual tardiness is unacceptable. You are expected to come to class before its scheduled start. Your late arrivals will count as absences starting with the fourth time you are late.

Academic Honesty/ Plagiarism

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.

University Specific Procedures:

Tenets of Common Behavior statement: 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);

Campus Concealed Carry statement: Campus Concealed 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&MCommerce 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/rulesProcedure s/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 9-1-1.

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.

Students with Disabilities information: 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: Student Disability Resources & Services Texas A&M University-Commerce Gee Library, Room 162 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu.

COURSE OUTLINE / CALENDAR

		In Class	Due
Week 1	Jan 17	How to email you professors, Syllabus	
	Jan 19	Text book introduction	Journal 1
Week 2	Jan 22	Assigned pages of the textbook	
	Jan 24	In class discussion and activity	
	Jan 26		Journal 2
Week 3	Jan 29	Assigned pages of the textbook	
	Jan 31	Lecture 1	
	Feb 2		Journal 3
Week 4	Feb 5	Assigned pages of the textbook	
	Feb 7	In class discussion	
	Feb 9		Journal 4
Week 5	Feb 12	Assigned pages of the textbook	
	Feb 14	Lecture 2	
	Feb 16	Sign up for the conference	Journal 5
Week 6	Feb 19	conference	
	Feb 21	conference	
	Feb 23	conference	Journal 6
Week 7	Feb 26	Assigned pages of the textbook	
	Feb 28	Lecture3	
	Mar 2		Journal 7
Week 8	Mar 5	Assigned pages of the textbook	
	Mar 7	In class writing	
	Mar 9	Lecture	
Week 9	Mar 12	Spring break	
	Mar 14	Spring break	
	Mar 16	Spring break	Journal 8
Week 10	Mar 19	Assigned pages of the textbook	
	Mar 21	Lecture 4	
	Mar 23	Sign up for the conference	Journal 9
Week 11	Mar 26	Conference	
	Mar 28	Conference	
	Mar 30	Conference	Journal 10
Week 12	Apr 2	Assigned pages of the textbook	
	Apr 4	In class discussion	
	Apr 6		Journal 11
Week 13	Apr 9	Assigned pages of the textbook	
	Apr 11	Working on the draft of the final paper	
	Apr 13		Journal 12
Week 14	Apr 16	Assigned pages of the textbook	

	Apr 28	In class writing	
	Apr 20		Journal 13
Week 15	Apr 23	Assigned pages of the textbook	
	Apr 25	In class discussion	
	Apr 27		final paper
Week 16	Apr 30	In class discussion	
	May 2	Assigned pages of the textbook	
	May 4		Journal 14
Week 17	May (7-11)	Final week	