



**ENGLISH 341.01W  
SYLLABUS: SPRING 2019**

**INSTRUCTOR INFORMATION**

Instructor: Dr. Robin Anne Reid  
 Office Location: David Talbot Hall of Languages, 125  
 Office Hours: Online: MWF 9:00-11:30 AM; T 2:00-3:00  
 Face/Face: Fridays 2:00-3:00 PM and by appointment  
 Time Zone: Central United States

**Communication Response Time**

**University Email:      robin.reid@tamuc.edu**

Online office hours mean that I am online to answer email questions sent before or during the scheduled time quickly. Emails that arrive later will be answered within 24 hours. Weekend emails will be answered within 24-48 hours.

No assignments will be accepted by email.

Face/face office hours are when I am in my office on campus available to meet on a drop-in basis. If you are not able to be on campus during those hours, please email me 48 hours in advance to set up a meeting. I am available to come to campus on Monday or Thursday afternoons although I may have other meetings or commitments some weeks.

I will be out of town attending academic conferences during:

Week 14, Apr. 15-19

Week 18, May 6-10 Finals Week

I will be able to answer questions by email during those weeks although not as quickly, but I will not be able to meet on campus.

## **COURSE INFORMATION**

### **Textbook**

This course does not require students purchase a textbook. However, there are a number of online resources assigned for the Annotated Bibliography. Since they are "how to" resources, there are no reading assignments or tests. However, students will need to use them if they do not know how to meet assignment requirements.

### **Course Description**

English 341 covers techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language use; writing samples and principles of various technical reports, including abstracts, proposals, and manuals. Prerequisite: English 1302.

The class focus this fall is on professional and marketable skills. Class assignments are designed to introduce students to the basic rules for business communication and improve writing and revision skills while preparing them to better understand how to apply to jobs or to required graduate or professional programs in their chosen profession.

### **Student Learning Outcomes**

Learners will demonstrate that they can:

1. Understand professional and marketable skills required for their profession. Assessed by Skills and Outcomes reports.
2. Make writing choices based on the knowledge-level of a specific audience. Assessed by surveys and final drafts of the Annotated Bibliography.
3. Revise drafts on the global level (revising for content, structure, and coherence by deleting, moving, or generating text) and on the surface level (editing for grammar, mechanics, and style). Assessed by surveys and final drafts of the Annotated Bibliography.
4. Read, understand, and engage with the major arguments of professional articles. Assessed by Skills and Outcomes reports and the final drafts of the Annotated Bibliography.
5. Understand academic requirements for citing sources and summarizing arguments from secondary sources. The requirements are described in the "Diving Deep and Engaging with Sources" (DDES) handouts. Assessed by pre-tests and final drafts of the Annotated Bibliography.
6. Produce correctly formatted professional documents. Assessed by final drafts of the Annotated Bibliography.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills**

Students should be able to:

- Save documents in .doc, .docx, or .rtf formats if using other word processing programs than Microsoft Word.
- Edit word processing program settings to change fonts, line spacing, paragraph indentation, and other formatting elements in documents.
- Access and download class handouts from D2L Brightspace course shell.
- Navigate D2L Brightspace to learn due dates and end dates, to download and open assignment handouts, grading rubrics, and drafts with feedback in Word markup, and to track class progress and grades.
- Post topic threads and reply to classmates in discussion forums.
- Upload writing assignments in the assigned format to the correct assignment folders.
- Take and share screenshots to document problems experienced in accessing D2L Brightspace.

### **Instructional Methods**

This is a fully online course led by the instructor with set due dates for all assignments. The assignment handouts found in the modules contain information on due dates, objectives, resources, required format and content, as well as grading rubrics. Those handouts should be downloaded and read carefully.

The class incorporates a writing process that schedules time for revision after instructor feedback. Assignments are assessed according to criteria on the rubrics. Rough drafts are graded primarily on effort. "Effort" is defined as following all the assignment instructions. Rough drafts receive feedback from the instructor in comments on the drafts using Word Markup. Completed final draft rubrics, which indicate the amount of revision necessary, are provided along with the early draft rubrics.

Final drafts are graded solely on quality. "Quality" is defined as the extent to which the draft meets or exceeds the criteria on the rubrics. Final draft rubrics will be completed and returned with minimal commentary.

## **STUDENT RESPONSIBILITIES**

Student success in English 341 requires:

- Completing assigned reading on time.
- Engaging in a process of active reading, note-taking, and re-reading.
- Engaging in a process of revision, both global (deleting text, creating new text, restructuring drafts) and surface (editing and proofreading).
- Logging into the course at least twice a week to check announcements, post in discussion forums, and reply to classmates' posts on a regular basis.
- Asking questions when further information is needed.
- Downloading graded work in a timely fashion to use feedback for required revisions or in preparing later assignments.
- Meeting with the assigned Career Development Coach for their college.

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

D = 60%-69%

B = 80%-89%

F = 59% or Below

C = 70%-79%

## **ASSESSMENTS**

**10%**      **Self Assessment Surveys (2 @ 5%)**

Learning Outcome 2: Writing Choices

**5%**      **DDES Pre-Test**

Learning Outcome 5: DDES requirements

**40%**      **Discussion Forums (4 @ 10%)**

Learning Outcome 1: professional and marketable skills

Exploring D2L Brightspace Forum (3 topics + assigned replies)

Skills & Outcomes Research Report Forum (1 thread + assigned replies)

Career Coach Meeting Report Forum (1 thread + assigned replies)

Skills and Outcomes Final Report Forum (1 thread + assigned replies)

**10% Annotated Bibliography Practice Drafts**

Learning Outcome 5: DDES requirements

Practice Draft #1 @ 5%

Practice Draft #2 @ 5%

**35% Annotated Bibliography**

Learning Outcome 2: Writing Choices

Learning Outcome 3: Revision

Learning Outcome 4: Engage w/sources

Learning Outcome 5: DDES requirements

Learning Outcome 6: Professional documents

**3% Extra Credit Reports**

Error Identification & FAQ Suggestions (limit: 5)

**SYLLABUS CHANGE POLICY**

The schedule is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the schedule or other parts of the syllabus during the semester. Any changes made will be announced in advance.

**CLASS CALENDAR**

**January 14-May 10, 2019**

**Due Dates and End Dates**

Due dates for all assignments are Fridays at 11:30 PM (Central Time)

End dates (an automatic 48 hour extension) are the following Sundays at 11:30 PM. The D2L programming will mark assignments as "late" if they are turned in after the due date, but as long as work is turned in by the **end date** for the assignment, I consider it to be on time.

Discussion forums are unlocked through the end date for the assigned replies which is the week after the end date for posting assigned threads. Late threads will be accepted without penalty only if students request short extensions by email no later than Mondays at 11:30 PM.

Students are not be able to see their classmates' work until after they post their threads. Replies to all classmates are due the week *after* the first posts are made, but students may start replying as soon as they have posted. Late replies will not be accepted.

Writing assignment folders close after the end date. If students miss the end date for a writing assignment, they must email me by 11:30 PM Monday to explain the cause of the missed deadline and give me the date they will be able to submit the assignment for approval. Assignments with approved extensions must be uploaded to the Extension Assignment folder in D2L Brightspace by the assigned deadline.

No graded work will be accepted by email.

**Week 1: Jan. 14-18**

Self Assessment 1 (5%)

Discussion Forum: Exploring D2L Brightspace: Discussion Forum 1 and 1 assignment) (10%)

**Week 2: Jan. 21-25**

DDES Pre-Test (5%)

Reply to classmates in Exploring D2L Brightspace Forum

**Week 3: Jan. 28-Feb. 1**

Nothing due: Work on Practice Draft #1

Pre-Test will be graded

Exploring D2L Brightspace Forum discussion will be graded

**Week 4: Feb. 4-8**

Practice Draft #1 (two entries: one organization, one article) (5%)

**Week 5: Feb. 11-15**

Nothing due: work on Practice Draft #2

Practice Draft #1 will be graded

**Week 6: Feb. 18-22**

Practice Draft #2 (four entries: both #1 entries revised and two new entries added--one new organization entry and one new article entry) (5%)

**Week 7: Feb. 25-Mar. 1**

Nothing due: work on Skills and Outcomes Research Report

Practice Draft #2 will be graded

**Week 8: Mar. 4-8**

Discussion Forum 2: Skills and Outcomes Research Report (10%)

**Week 9: Mar. 11-15**

Reply to classmates in Skills and Outcomes Research Report Forum

Career Development Coach Meeting (**One meeting is required; you may schedule it during Week 9 \*or\* Week 10**)

**Week 10: Mar. 18-22 Spring Break****Week 11: Mar. 25-29**

Career Development Coach Meeting (**One meeting is required; you may schedule it during Week 9 \*or\* Week 10**)

Discussion Forum 3: Career Development Report Due (10%)

Skills and Outcomes Research Report will be graded

**Week 12: Apr. 1-5**

Reply to classmates in Career Development Report Forum

**Week 13: Apr. 8-12**

Discussion Forum 4: Skills and Outcomes Final Report (10%)

Career Development Report will be graded

**Week 14: Apr. 15-19**

Annotated Bibliography (35%)

Reply to classmates in Skills and Outcomes Final Report

I will be out of town at a conference and available only by email.

**Week 15: Apr. 22-26**

Annotated Bibliography will be graded

Skills and Outcomes Final Report Forum will be graded

**Week 16: Apr. 29-May 3** Nothing due: work on final assignments**Week 17: May 6-10 Finals Week**

Self Assessment Survey 2 (5%)

Optional: Revised Annotated Bibliography

Work due finals week must be turned in no later than **noon Sunday**. Graded assignments will be returned Monday when final grades are submitted. I will be out of town at a conference and available only by email.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

### ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

### COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact me by email immediately. You may also meet with me during my f/f office hours or set up an appointment.

#### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Administrative Drop Policy**

The university allows instructors to submit a request for an administrative drop for "excessive absences" from a class.

Online classes do not require attendance on a set schedule, but there are assignments which must be turned in on the assigned due dates. If those assignments are not turned in for two weeks in a row, I consider the student to be failing to attend class.

After two weeks, I email students to notify them that they will be dropped if they do not contact me with a plan to make up missed work. My policy is to file a request for an administrative drop after students have missed turning in three assignments in a row and do not contact me.

### **Due Dates/End Dates/Late Work/Grading Schedule**

**Due dates** for all assignments are Fridays at 11:30 PM (Central Time)

**End dates** (an automatic 48 hour extension) are the following Sundays at 11:30 PM. As long as work is turned in by the **end date** for the assignment, I consider it to be on time.

Discussion forums are unlocked through the end date for the assigned replies which is the week after the end date for posting assigned threads. Late posts will be accepted without late penalty only if students request short extensions (to be completed before the end date for replies) by email no later than Mondays at 11:30 PM.

You will not be able to see your classmates' work until after you post your threads. Replies to all classmates are due the week *after* the first posts are made, but you may start replying as soon as you have posted. Late replies will not be accepted.

Writing assignment folders close after the end date. If students miss the end date for a writing assignment, they must email me by 11:30 PM Monday to explain the cause of the missed deadline and give me the date they will be able to submit the assignment for approval. Assignments with approved extensions must be uploaded to the Extension Assignment folder in D2L Brightspace by the assigned deadline.

No graded work will be accepted by email.

I plan to grade all assignments within a week after the end dates: late assignments, even if there is no late penalty, may be graded after work that was completed on time. If I am not able to complete the grading, I will adjust end dates on later assignments to compensate.

The Sunday end date does not apply to work due during finals week: grades are due the following Monday, so all work must be submitted by noon Sunday.

If a medical condition, temporary emergency, or some other situation (professional or personal) interferes with your ability to complete the work on time, you may request a short extension (2 days) by email.

If technical difficulties prevent you from submitting your work in a timely fashion, you must contact Technical Support with the problem. Contact me regarding a technical problem only after you have contacted tech support and have the case number assigned to the problem.

### **Plagiarism**

Plagiarism: The appropriation of another person's **ideas, processes, results, or words** without giving appropriate credit. ([Undergraduate Student Academic Dishonesty Procedure 13.99.99.R0.10](#)).

#### **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.

#### **English 341.01W Plagiarism Procedure**

Students must attribute and cite all sources used in all writing assignments. The writing assignments in this class are: the Diving Deep and Engaging

with Sources (DDES) pre-test, the Skills and Outcomes Reports, and the Annotated Bibliography drafts.

Different academic disciplines use different style guides and have different conventions for attribution and citation. Work in this class must follow the requirements of the MLA Handbook (8<sup>th</sup> edition). Those requirements are embedded in the DDES requirements.

Citation and attribution to MLA 8th style guidelines requires in-text attribution appearing in the first sentence of a summary or paraphrase. Parenthetical attribution should be used primarily for direct quotes. A Works Cited page with all primary and secondary sources must be provided.

If you do not own a copy of the 8<sup>th</sup> MLA Handbook, you may get help at the Writing Center in David Talbot Hall or use the Purdue Online Writing Center MLA 8th resources at:

<https://owl.english.purdue.edu/owl/resource/747/01/>

Summaries and paraphrases must begin with in-text attribution and be written in the students' own words without direct quotation and without patchwriting. Patchwriting is the practice of copying words and phrases with slight changes and without quotation marks and is plagiarism even if correct in-text citation is provided.

Specific instructions for attributing, citing, and summarizing for this class are covered in the "Diving Deep and Engaging with Source" (DDES) handouts which cover the following information:

- Failure to provide attribution in the text of the assignments and a Works Cited page is plagiarism.
- Summarizing information from a source without textual attribution is 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.
- Copying the unique phrases from the source text too closely, even with attribution, is a form of plagiarism called patchwriting.

Plagiarism can occur without students intending to plagiarize. However, plagiarism is not excused by saying "I did not mean to do it!" Unintentional plagiarism is still plagiarism.

## Two Types of Plagiarism

There are two basic types of plagiarism: type one is intentional plagiarism. Intentional plagiarism involves the conscious choice to commit an act of academic dishonesty. Examples include: turning in work that was largely done by someone else: buying an assignment; copying a friend's assignment; having someone write the assignment for you, taking and submitting someone else's work; copying the majority of an assignment from unattributed sources; submitting your own work that was done at an earlier time for a class or some other purpose without notifying the instructor and getting permission; and/or some combination of the above.

The penalty for intentional plagiarism is an F (0 grade) on the assignment that cannot be made up or changed.

A second instance of intentional plagiarism will result in an F for the class and a report of academic dishonesty being filed. The university procedure for academic dishonesty for graduate students, which explains the process and students right to appeal, can be found and downloaded [here](#).

Type two plagiarism is unintentional, unconscious, or inadvertent, plagiarism. My experience is that this sort of plagiarism is much more likely to occur than type one and is usually caused by students not being aware of the more complex rules governing acknowledgement, attribution, and summarizing in universities.

Unintentional plagiarism might involve any or all of all of the following problems in an assignment: failing to provide attribution and a citation for information that is not commonly known from a source; failing to set off exact language copied from a source by means of quotation marks or a block quote; failing to provide attribution in the first sentence of a paraphrase or summary; patchwriting, which is defined as copying words and phrases from a source with slight changes and without quotation marks with or without in-text attribution; and/or some combination of the above.

Students can inadvertently plagiarize because of carelessness in note-taking (not identifying quotations in reading notes), ignorance of the MLA requirements and methods of in-text attribution, mistakes caused by haste and stress, or a combination of all of the above.

The solution is learning how to actively read and engage with sources to a degree that you can distinguish arguments from evidence, summarize complex arguments and ideas in your own words rather than relying on the practices of extensive quoting or patchwriting, and attribute fully and

correctly at all steps of the writing process. This solution takes time and effort to learn if you have not been taught it in previous classes. My assignments are set up to encourage attention to attribution and practice summarizing following a basic formula throughout the writing process.

More detailed information about the types of plagiarism and resources to test your knowledge of plagiarism is provided in the Diving Deep and Engaging with Sources (DDES) handouts uploaded in the course shell. A DDES pre-test is given as a diagnostic at the start of the semester. The pre-test introduces the grading criteria that are used in rubrics for all the writing assignments in class.

The first instance of inadvertent plagiarism on an assignment will be identified and explained. It will be recorded as occurring without a grade penalty. The "first instance" means the "first instance in the class on any assignment," not "the first assignment in an assignment sequence."

The second instance of inadvertent plagiarism on any assignment in the class will result in a grade of 50% for that assignment. One revision, due within a week from the date the assignment is returned, is allowed. The revision must follow instructions on the Plagiarism Prevention Assignment (PPA) handout.

Any assignments with further instances of inadvertent plagiarism will receive 0 grades. These grades can also be changed by revising the assignments within a week of the return date by following the PPA instructions.

Revisions based on assigned PPAs must be uploaded to the class Plagiarism Prevention Assignment folder rather than to the original assignment folder. The end date of the PPA folder is the end of the semester, so it can be used throughout the term. The PPA folder is not connected to the gradebook: the revision grade will replace the earlier 50% or 0% grade on the original assignment.

### **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 Assistant Department Head or the

Department Head by completing a Student Grievance Form (available in the main office, HL 141).

In the event that the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. If the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Social Sciences, Humanities, and Arts after following the steps outlined above. 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
3. Dr. Karen Roggenkamp, Assistant Department Head

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

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 the Office of Students Disability Resources and Services:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **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.

## **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

## **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."

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

See "Department of Institutional Effectiveness:

<http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>.