

**Instructor:** Rita Beeman  
**Class Time:** ONLINE  
**Location:** ONLINE  
**Office:** Bea Wood 221  
**Email:** rita.beeman@msutexas.edu  
**Office hours:** Tu 11:00 AM - 1:00 PM  
We 11:00AM - 12:00 PM  
Th 11:00 AM – 1:00 PM  
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## ENGL 1143-X20: Intro Critical Reading – Academic Writing - Spring semester 2024

### Syllabus

#### Text:

- Ingraham, Laura, and Jeanne Law Bohannon. *The Writer's Loop A Guide to College Writing for Midwestern State University*. Macmillan Learning Curriculum Solutions, 2020.

#### Required Materials:

- Access to D2L

#### Course Goals:

- Apply knowledge of rhetoric to make decisions about written communication
- Engage in a writing process that includes invention, drafting, and revision
- Write thesis-based academic arguments that provide strong support and specific details
- Find, evaluate, and synthesize credible sources in support of a research paper
- Use sources ethically and in contextually appropriate ways and follow a designated style guide
- Demonstrate proficient use of Standard Written English

- Additional information about course objectives can be found on the department webpage, <https://msutexas.edu/academics/libarts/english/index.php>.

#### **Course Requirements:**

- **10% Class participation – Discussion Boards in D2L Communication**
- **5% D2L Quizzes**
- **5% Peer Review Workshops in D2L**
- **10% 2 Timed Writings (350-word / 120 min. each)**
- **20% 1 Formal, Revised Essay (750-word )**
- **10% Digital Portfolio**
- **25% Critical Literacy Narrative/Synthesis paper (1500-word min.)**
- **5% 2 phone/Skype conferences with instructor**
- **10% Final Exam Essay/Timed Writing**

#### **Final Exam:**

- Week of 30 April Online, TBD

**Grading Policy:** This class will not use the plus/minus grading system. In this class, the following numerical equivalents for final grades are used:

A = 100-90%;  
 B = 89-80%;  
 C = 79-70%;  
 D = 69-60%;  
 F = 59-0

**Midterm Grades:** In order to help students keep track of their progress toward course objectives, I will provide a Midterm Progress Report through each student's WebWorld account. I will submit a grade for all students, not just those in danger of failing the course. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give you an idea of where you stand at the midpoint of the semester. Students earning below a C at the midway point should make an appointment with me and consider visiting the Writing Center.

**Submission Format and Policy:** All formal assignments are to be typed and formatted – and outside sources documented - according to MLA style. Additionally, all formal papers must be uploaded into the D2L Dropbox folder.

**By enrolling in this class, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The**

**“limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.**

**Note: You may not submit a paper for a grade in this class that already has been (or will be) submitted for a grade in another course, unless you obtain the explicit written permission of Ms. Beeman and the other instructor involved in advance.**

**University Computer Labs:** The University provides four open computer labs throughout the week. These four labs feature access to Microsoft Office Suite for writing and internet access for research. You can find these labs in:

<b>Location</b>	<b>Hours</b>
Clark Student Center	24 hours (Mon-Fri) Sat-Sun – 10 am – 8 pm
Dillard 146	Mon-Thurs 6:00 am – 7:00 pm
Moffett Library	Mon-Thurs 8:00 am – 10:00 pm; Fri. 8-5; Sat: 10pm-6 pm; Sun: 2:00 pm-10 pm
Legacy Hall	24 hours (Mon-Sun)

**Late Assignment Policy:** Late assignments, defined as work not submitted by the designated date and time, will be accepted, but they will lose 10% of the final grade. Additionally, no late work will be accepted more than 48 hours after the original deadline. If you are unable to come to class on the day an assignment is due, you should still upload it into the D2L Dropbox folder on time to avoid late paper deductions.

**Academic Dishonesty:** Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing on the Works Cited page) whether you use that material in a quote, paraphrase, or summary. All formal papers will run through the Turnitin for an originality report. At the very least, plagiarism will result in an F on the assignment; at worst, the consequence will be an F in the course. Offenders will be reported to the Chair of the Department of English, Humanities, and Philosophy and/or the Director of Student Conduct.

Use of writings generated by Artificial Intelligence (AI), including ChatGPT, will not be allowed for writing assignments in this course. If the Turnitin system flags a paper for having been written by AI, you will be scheduled for a meeting with the professor to discuss the content of your paper. If your paper is determined not to have been written by you, then the penalty will be identical to the penalties described for plagiarism in the paragraph above.

My sincere hope is that rather than dreading and avoiding performing their own tasks, that students will seize the opportunity to develop their own ideas and creativity, rather than outsourcing their own thinking and communication. Students who take the time and initiative to convey their own ideas through writing will be able to reflect later on the excellent work they performed during their time at university. I hope each student will make the effort to begin a personal tradition of excellence in all their endeavors.

**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 believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

**Safe Zone Statement:** The professor considers this classroom to be a place where you will be treated with respect as a human being – regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated

and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

**Online Computer Requirements:** Taking an online class requires students to have access to a computer (with Internet access) to complete and upload assignments. It is the student's responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. A computer problem is not an excuse for missing a deadline, as there are multiple locations where computers may be accessed for MSU students. Students may access this online class from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. A student helpdesk is available to students who have technical difficulties with online courses. The university's tech support, however, cannot work directly on student computers due to both liability and resource limitations. They will, however, assist you in connecting a functioning computer to our online services.

**Class Notes section of D2L:** Although I will occasionally send you email with course updates, please keep in mind that the Class Notes section for this course will be the primary way I will communicate with you. When I tell you to go to course content to access helpful or important materials including information sheets in PDF format or audio files, you are expected to access those materials. D2L keeps metrics on who accesses these materials. If you do not listen to the audio files in particular which are made specifically for your course, this may impact your attendance in the course. Much of the information in Course Materials will be helpful for this course, and also for writing activities you will have in future. I particularly recommend that you keep digital or printed copies of those informative documents. Check Class Notes at least once daily during the semester. In the event of unexpected developments, it will be the first place I post updates to the class on adjustments to activities or schedule.

## **Other Notes:**

- In discussion groups, be respectful of classmates and professor. We don't have to agree on all points, but I do expect all participants to conduct themselves with dignity and respect for peers. I also require that students restrict themselves to polite and formal forms of address, even in discussion groups. Remember that the purpose of this class is to refine our modes of communication to reflect the academic style of writing for formal settings.
- Attendance will be calculated primarily based on participation in Discussion groups and D2L Quiz activities, so be sure to participate in all discussions during the semester and complete all quiz activities. Watch the News Items for updates on quizzes which will be added to the agenda later in the semester.
- When submitting papers online to Dropbox, check to ensure that your paper has posted to the system and did not simply "save as draft." If for some reason Dropbox is not working for you, send me an email immediately explaining the problem, and attach your file to this email. Technology malfunctions are not excuses for late papers.
- In the case of unforeseen circumstances such as catastrophic weather that results in power outages that interfere with internet transmission, the assignment schedule may be adjusted accordingly. In such cases, due dates will be reviewed and adjusted as soon as it is possible to do so. Please check D2L class news and discussion boards regularly for updates if there is disruption to class.

**Contacting Your Instructor:** Email is the best way to contact me.

**Instructor Interaction:** Students in online courses are required to interact with the instructor within the D2L course management system at regular intervals during the semester or term. By completing exercise activities in D2L, participating in D2L Discussion Boards, and submitting assignments on time, students will meet this requirement. Any student who fails to interact with

an instructor via D2L, telephone, email, or in person during any one-week period of the term may be subject to administrative withdrawal from the course by the instructor. I will post some videos that will relate to elements of assignments and some aspects of these materials will be the subject of Discussions. Please respond to all discussion prompts as instructed on the boards and in my instructional videos. Additional reading materials will be attached in D2L in the Content section.

**Timed writing and Final Essay assignments:** These activities will be timed in the Quiz section of D2L. I will give you the essay prompts in advance for these assignments so you may plan what you will write. Although I allow and encourage students to plan a rough and minimal outline for these activities, students must compose their essays during the period of the exam. The use of pre-written material will be considered academic dishonesty. Students must ensure that they have access to proper internet connections for these activities, as they will not be allowed to retake the test. If you experience a technological malfunction while you are completing one of these activities, please contact the instructor immediately.

**Writing Center:** Begin drafting papers as early as possible and take advantage of the MSU Writing Center, located in The Learning Center on the ground floor of Moffett Library. Tutoring is typically available Monday through Thursday from 9am to 4pm, but hours may be changed due to COVID-19 restrictions. Writing tutors will not edit papers for students, but they will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising to proofreading. Online tutors are available.

**Writing Proficiency Requirement:** All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they have 1) completed 6 hours of Communication Core and 2) earned 60 hours. Students may meet this requirement by passing either the Writing Proficiency Exam or English 2113. If you have any questions about the exam, visit the Writing Proficiency Office website at <https://msutexas.edu/academics/wpr/>, or call 397-4131.

**Campus Carry Statement:** Senate Bill 11 passed by the 84th Texas Legislature allows licensed *handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at MSU Texas's [Campus Carry page](#).*