



Course Syllabus: Integrated Reading and Writing  
Fall 2023  
ENGL 0043  
Section -XR7 Online/D2L

**Contact Information**

Instructor: Amber Hunsaker, M.A.  
Office: BW 228  
Office phone: (940) 397-4123  
E-mail: [amber.hunsaker@msutexas.edu](mailto:amber.hunsaker@msutexas.edu)  
Office hours:

Tuesday	11:00am-12:30pm
Wednesday	11:00am-12:00pm
Thursday	11:00am-12:30pm
Friday	11:00am-12:00pm
Zoom/Other Times	By Appointment

**Course Description**

This course provides instruction and practice in analyzing and evaluating textual information and in composing clear and logical texts. The course is required of those students who have not met TSI readiness standards in reading, writing, or both.

**Course Goals**

- Acquire vocabulary skills necessary for college-level coursework.
- Identify the structural elements of written materials.
- Demonstrate ability to think critically.

- Write paragraphs and thesis-based essays that provide strong support and specific details.
- Engage in a writing process that includes invention, drafting, and revision.
- Demonstrate proficient use of Standard Written English.

### **Textbook & Instructional Materials**

Ingraham, Lauren, and Jeanne Law Bohannon. *The Writer's Loop: A Guide to College Writing*, with Achieve (Online Resource). Bedford/St. Martin's, 2020. (Provided as an e-book; Access in D2L).

A Gmail account (like MSUTexas account) to collaborate & access digital materials

Regular computer and internet access, including access to D2L and a Webcam/microphone (for Zoom meetings when/if necessary).

### **Grading**

<b>Assignments</b>	<b>Percent</b>
Grammar Quizzes	30%
2 Reflections	10%
Research Process for Synthesis Paper <ul style="list-style-type: none"> <li>• 1 Annotation</li> <li>• Synthesis Paper Draft</li> <li>• Tutoring Center Visit</li> <li>• Conference with Instructor</li> </ul>	50% All Together <ul style="list-style-type: none"> <li>• 10%</li> <li>• 15%</li> <li>• 10</li> <li>• 15%</li> </ul>
Final Exam	10%

Mid Term Grades: To help students track their progress, I will provide all students' Midterm Grades through WebWorld. Midterm grades will not appear on transcripts or be calculated in GPAs. They give you an idea of where you stand halfway through the semester. Students earning a C or below should visit with me and visit the Writing Center.

### **Grade 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% indicates excellent work
- B = 89-80% indicates good work
- C = 79-70% indicates satisfactory work

- D = 69-60% indicates passing work
- F = 59-0 indicates failing work

Consequently, essays that meet the basic requirements earn a C, not an A or B. If you wish to earn A's and B's, you will have to work harder to produce better than satisfactory, or average, writing. A grade of C or better is required by the university to receive credit for this course.

### **Submission Format and Policy**

All formal assignments are to be typed and formatted – and outside sources documented - according to MLA style. All formal papers will 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.

Please note that it is the student’s responsibility to check that your paper has been submitted correctly. After each submission, students should always download the file they just submitted in order to make sure it opens properly.

### **Academic Dishonesty**

The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. 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. Please understand that students have the right to appeal an alleged incident of Academic Dishonesty. More information about this policy and appeal procedure can be found on page 55 of the *Student Handbook* <https://msutexas.edu/student-life/assets/files/handbook.pdf>

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

## **Conferences**

You will be required to participate in at least 1 conference with me for the Research Process Grade. This conference should be completed in my office. You will have the opportunity to schedule a time to meet with me. You will also be required to visit the Tutoring Center at least once while writing your Synthesis Paper, though I encourage you to visit the Tutoring Center as many times as you need.

## **Contacting Me**

You may stop by my office during my office hours. Email is the best way to contact me. In the body of your email, indicate the course and section number you're in. Please allow at least 24 hours for a response during the week and 48 hours over the weekend. If you need a response more urgently, please indicate that your question is "Urgent" in the subject of your email.

## **Course Community**

**Equity, Inclusion, and Accessibility:** Because we and our community members have diverse bodies, experiences, and needs, and because language helps shape our world, as a community, we must reject language and behaviors that denigrate others based on any identity category. In this intentional and inclusive learning space, hate speech and any form of harassment, discrimination, or violence will have serious consequences and won't be tolerated.

As a professor, my commitment to equity, inclusion, and accessibility in this classroom and on this campus begins with acknowledging the ways that our institutions (academic and otherwise) have excluded, neglected, and marginalized many community members based on race, religion, gender expression, sexual orientation, immigration status, national origin, language, ethnicity, sex, ability status, socioeconomic status, age, body type, and other aspects of identity, and continues with seeking to understand and resist those failures. To create a safer, more just community, we should seek to critique and counteract both individual and systemic/structural oppression. This means educating ourselves about systems of oppression and marginalization, fostering conversation and learning about those topics, developing practices that respond to the needs of historically marginalized communities and individuals, and holding our communities accountable for learning and becoming more equitable, inclusive, and accessible.

**Learning with Generosity:** This course encourages the discussion and consideration of topics that may be uncomfortable. We can work through discomfort, and this class should be a brave space for learning and exploration. I will provide content warnings as needed, and if you have a need for warnings before particular kinds of content, please let me know.

We will demonstrate respect and consideration of perspectives that differ from our own. Realize that there is a lot we don't know about each other, and our choice of words in discussing social, political, and economic issues matters a great deal. As a group, we should acknowledge that, while ignorance is not an excuse for cruelty or dismissiveness, we all make mistakes as we learn, so we should be willing to forgive & learn from these situations.

Courtesy and Hospitality: The college classroom should be a vibrant environment that fosters creativity, discussion, and intellectual growth. You have the freedom to create the kind of intellectual community you desire. Included here are behaviors that I believe will help foster a generative community:

- Pay attention. This means when the instructor or classmates are addressing the class you are attentive to the speaker and NOT (1) talking, (2) using electronic devices for unrelated tasks, or (3) sleeping. If emergencies or mitigating circumstances mean that you may need to do one of these things, please be considerate by quietly excusing yourself.
- Be respectful. You are expected to be respectful to your instructor, your classmates, and yourself. If you witness behavior that is less than respectful, you are welcome to hold the community accountable by calling us in.
- Be prepared & responsible. Know what is happening in class by checking the schedule and your emails. Bring materials and assignments to class when needed. Submit work on time, and communicate with me in mitigating circumstances.
- Participate. Since you are working to become an expert in your field, the class and our scholarly community stand to benefit and learn from your contributions. Practice now by sharing what you know and are learning when it is relevant.
- Communicate. Come by or call me during office hours if you are struggling with an assignment, have issues with course material, or want additional guidance or feedback. You can also email me.

### **Late Assignment**

Late assignments, defined as work not submitted by the start of class on the designated due date, 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.

### **Important Dates**

Last day for term schedule changes: **September 1st**  
Deadline to file for graduation: **September 25th**  
Last Day to drop with a grade of "W:" **October 27th**

Refer to: [Drops, Withdrawals & Void](#)

## **Desire-to-Learn (D2L)**

We will use D2L to join class remotely (and Zoom if needed) and to access most course materials including the syllabus, the textbook & Achieve resources, schedule updates, assignment sheets, PowerPoints, your feedback and grades, and other materials. You will also submit formal assignments and find announcements on D2L, so please check it daily, especially before our class meets. Google Drive will also be used as a collaborative space and to store class resources.

## **Attendance**

It is important that you attend class and be on time, whether in person or via D2L/Zoom. If you have a total of more than two (2) weeks' worth of absences excused or not, it will be difficult for you to excel in the class. If you need to miss multiple sessions for personal/health reasons, you should alert the Dean of Students office and provide them with the necessary information so that they can verify the situation for me and your other instructors.

Notify me via email in advance if you will not be able to complete assignments on time. Consider it your responsibility to be present (physically or virtually) and prepared for class in order to succeed and maximize your learning.

## **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational

programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Beyond complying with the ADA, I want to ensure that this course is accessible as possible to all students. If you have problems accessing campus sites or learning materials (physical or digital), don't hesitate to talk with me about how we might improve that. I will often refer to uses of technology that I have not covered during class, and I am happy to provide one-on-one or workshop-based support for students who are unfamiliar with platforms or programs I reference.

### **College Policies**

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

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 (<https://msutexas.edu/academics/wpr/>) or call 397-4131.

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

## Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

## **Tutoring at MSU**

Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, Writing tutors are available Monday through Thursday from 11:00am to 6:00pm and Sunday 2:00pm to 9:00pm. You don't need an appointment to use these services. Writing tutors will not edit your papers for you, but they will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising to proofreading.

For Distance Education students, TASP has partnered with Thinkingstorm, an online tutoring company that provides you with high-quality, 24/7 tutoring support. Located at the top of your D2L course page, select the tutoring tab to book an appointment with a tutor.