

# ENGLISH 5304: Graduate Portfolio

Thursdays from 5:30pm-8:15pm in Classroom Hall 307

## DR. LIZBETT TINOCO (SHE/HER)

➡ [ltinoco@tamusa.edu](mailto:ltinoco@tamusa.edu): I'll respond within 24 hours M-F between 9am and 5pm

➡ Office hours: Thursday 4-5pm, Classroom Hall 314D

➡ Online office hours by appointment. Email me to set up meeting

## WELCOME TO ENGLISH 5304!

This workshop-based course engages students in critical conversations about their intellectual and professional development as students in our MA English program and as members of various other communities. In addition to covering a variety of strategies for linking MA coursework to their professional, academic, and community-based goals, this course will help students deepen their understanding of how knowledge is produced, archived, and circulated. This course prepares students to write a proposal for their own capstone project, which they will complete as either a Thesis or a Graduate Research Project. Finally, this course introduces students to reflection as a professional practice and provides students with a chance to create a digital portfolio that conveys their intellectual and professional development both in and outside of the classroom. Prerequisite: ENGL 5300.

The goals for this course are the following: understand the production, archiving, and circulation of knowledge in academic, professional, and community contexts; reflect on and expand your own personal intellectual archives; reflect on your relationship to the material you study or write about; prepare a proposal for your capstone project (GRP or Thesis); engage in reflection as a professional practice; create drafts of professional documents; create a professional digital portfolio or platform

## CONTACTING DR. TINOCO



**E-MAIL:** [ltinoco@tamusa.edu](mailto:ltinoco@tamusa.edu). I typically respond within 24 hours and during the hours of 9am and 5pm, though it may take me longer over the weekends as I try not to do anything work-related on Saturdays and Sundays. Please take this response time into account when reaching out—it's difficult for me to help if you contact me the night before something is due.



**ZOOM:** I am available to chat (with video on or off) via Zoom by appointment throughout the week. To schedule a time to meet with me outside office hours, please email me.

## WHAT TO EXPECT FROM THIS IN-PERSON COURSE



**IN-PERSON MEETINGS:** This class will meet in-person every Thursday from 5:30pm-8:15pm in Classroom Hall 307.

Class meetings are designed to be as useful as possible. We will have conversations about the readings and course assignments. Each session will give you skills that build towards the major projects, so it's a good idea to show up to class on a weekly basis! However, if you are sick or have been exposed to someone with COVID-19, please stay home. I strongly encourage all of you to wear a mask during class and practice social distancing.



**HOMEWORK:** There is typically homework (reading, writing, or both) due every week. It's important to check our class Bb site frequently so that you don't miss a reading or assignment.



**WORK LOAD:** You can expect to spend roughly 6-9 hours a week on this class (give or take).

It might take some time to adjust to graduate school, so below are my tips for staying on track with this course:

- Set a consistent time each week to sit down and focus solely on this class (and put it on your calendar!). Establishing a reading and writing routine will help you stay organized.
- Complete work on a weekly basis when it's due. Check each weekly module in Blackboard to help you check in and stay on track.
- If you find yourself falling behind, reach out to me! I'm happy to work with you individually to get you caught up and strategize for how we can get you successfully across the finish line!



**ANNOUNCEMENTS:** I will be in contact with you via email and Blackboard with any announcements or reminders. Please check to make sure your preferred email is linked to your Jagwire account.

## REQUIRED MATERIALS



Regular access to a computer, internet, your Blackboard account, and A&M-SA email.



Time. This course requires a significant commitment to spending time with the readings and assignments. Everyone works at their own pace, so take note of how long it's taking you to get through the material and plan accordingly.



A commitment to writing as a process. This means you'll be drafting, giving/receiving feedback, and revising based on your own assessment of how your writing should evolve. You should think of me as a coach in this regard: I am more than happy to meet with you one-on-one to work on your writing.



An open mind and willingness to contribute to our learning community!



Readings will be provided as PDFs through Blackboard.

## COURSE POLICIES



**ACCESS & ACCOMMODATIONS:** Students with disabilities who need reasonable accommodations are encouraged to contact me. The Disability Support Services (DSS) is available to facilitate the reasonable accommodations process. For more information, visit <https://www.tamusa.edu/disability-support-services/index.html>.



LOCATION  
PHONE  
EMAIL

CAB 210  
210-784-1335  
[dss@tamusa.edu](mailto:dss@tamusa.edu)

I am committed to doing everything I can to make your learning experience in this class accessible. If there is anything I can do to increase the accessibility in this course, please reach out. You do not have to tell me why you need an accommodation, and you do not need documentation from the DSS before talking to me!



**FLEXIBILITY AMIDST THE PANDEMIC:** Navigating life, both in and out of the classroom during the ongoing pandemic is going to be challenging for all of us. I'm committed to extending as much flexibility in due dates and course requirements as I can to those who need it. I will prioritize your well-being while also trying to provide you with a stimulating learning environment. Collectively, I hope we can build a community that maintains personal connections and academic engagement while recognizing that accommodations may be necessary to foster such an environment. Let me know how I can help.



**ATTENDANCE:** I'm uncomfortable penalizing students for absences given we live in a culture with limited access to fundamental human rights such as mental and physical healthcare. I trust you to make your own decisions about whether or not you're able to participate in class. I invite you to communicate with me if you're facing a persistent issue that is affecting your ability to stay on track. I'm here to help and will work with you to come up with a plan tailored to your needs.



**PARTICIPATION:** Participation will be measured in a number of ways--weekly discussion posts, peer revisions, labor journals, and meeting with me. I take note of who has done the readings and activities, is actively listening, offers thoughtful questions, interacts with classmates and me respectfully, etc. You will have the opportunity to reflect on your engagement during the course of the semester through weekly labor journals which will help me understand what you need in order to participate and complete work successfully.



**LATE WORK:** If you anticipate not being able to complete an assignment on time, please reach out and let me know what is going on *at least 48 hours* before the deadline. I will work with you to come up with a reasonable extension. Make sure you read the labor contract policies on ignored and late work.



**COMMUNITY MEMBER:** The most important rule: be a generous and kind colleague. This involves engaging with one another respectfully and collegially. This doesn't mean we have to always agree, but we should strive to interact with kindness and understanding. Please keep an open mind when engaging with your peers.

You should also be a generous reader. The readings you'll encounter in this class might be difficult. If you have a negative reaction to a text, couch your criticism in what it is about the idea, theory, or issue that sparked your reaction. We're covering a lot of topics, so please keep an open mind to our readings!



**ACADEMIC INTEGRITY:** The assumption is that your work is original and generated for ENG 5304 during the Fall semester of 2024. However, writing can often rely on collaboration with your peers. In some situations, it can often *feel* like you're plagiarizing when in fact, you're not.

There are many types of plagiarism—some more obvious than others, but there are subtle forms you may not be aware of. A good rule of thumb to live by: if you're not sure you're violating these rules, talk to me about it *before* turning in the work in question. To familiarize yourself with the details of A&M-SA's Academic Dishonesty policy and examples of/penalties for instances of academic dishonesty, visit

<https://www.tamusa.edu/uploadfile/folders/fcestrad/pdf/pdf-635767864704349879-10.100.150.124.pdf>



**Generative Artificial Intelligence (GAI)/ChatGPT:** I expect you to generate your own content/writing this semester. However, there are situations and contexts within our course where you may use generative artificial intelligence (GAI) tools to support your work as a writer. For example, GAI technologies such as ChatGPT can work well as a starting point for written assignments, assisting you with brainstorming, outlining, generating ideas, and collecting basic information about a topic/idea. Note that the emphasis here is on “support.” GAI programs have been shown to provide biased information, to circulate misinformation, and to generate writing that is, at best, “meh.” For these reasons, I discourage you from using GAI technology to generate content for you. If you have reason to use GAI to generate content with you, then I ask that you consult with me before doing so. You should acknowledge the GAI program you have used, and you should identify which portions of the text you submit were produced by GAI. Using GAI content without your professor's permission and/or without proper attribution qualifies as plagiarism.



**COLLEGE IS HARD:** Balancing your classes, job, personal life, and everything else in-between is incredibly difficult, even under ideal circumstances. The ongoing global crises (health, financial, and otherwise) have put undue stressors on us that make it difficult to maintain a quality of life that we are all deserving of.

An important part of being healthy and happy is prioritizing the activities that address your human needs, including taking breaks to rest, relax, and do the activities that bring you joy. Whether it's taking a walk, drawing, playing a video game, or talking on the phone with a friend, schedule these things into your calendar. They are necessary parts of your success. And if you're ever feeling overwhelmed by this class, please reach out to me.

## PROJECTS & LABOR CONTRACT

Detailed project guidelines will be distributed to you as we encounter each assignment throughout the semester (and all project guidelines can always be found in Blackboard). Please note that final grades will be based on the labor contracts. Labor contracts will be discussed at greater length in class.

Project 1: SWOT Analysis
Project 2: MA GRP/Thesis Prospectus
Project 3: Digital ePortfolio
Discussion Posts, Peer Revisions, & Interaction with Classmates

## CAMPUS & COMMUNITY RESOURCES



### FOOD:

General's Food Store:

<https://www.tamusa.edu/mays/students/generals-store.html>

Texas SNAP:

<https://yourtexasbenefits.hhsc.texas.gov/programs/snap>

SA Food Bank:

<https://safoodbank.org>

SA Food Pantries:

[https://www.foodpantries.org/ci/tx-san\\_antonio](https://www.foodpantries.org/ci/tx-san_antonio)



### HOUSING & SLEEP SPACES:

SA Fair Housing:

<https://www.sanantonio.gov/nhsd/programs/fairhousing>

SA Shelters:

<https://www.homelessshelterdirectory.org/cgi-bin/id/city.cgi?city=san%20antonio&state=TX>



### MENTAL HEALTH & SAFETY:

Student Counseling and Wellness Services:

<https://www.tamusa.edu/studentengagementsuccess/studentcounseling/index.html>

To schedule a phone or video appointment, call (210) 784-1331

M-F 8am-5pm

Safety Walk Escort Program:

Call (210) 784-1900

SA Metro Health:

<https://www.sanantonio.gov/HEALTH>

## **ABOUT DR. TINOCO: WHAT YOU CAN EXPECT FROM ME**



I am about to start my sixth year at A&M-SA. I was born and raised in California. I love watching sports, especially college football and basketball. I also enjoy spending time with my dog, Belle. I have a PhD in Rhetoric & Composition from the University of Texas at El Paso. My dissertation (the final book-length writing project you do as a PhD student) was on writing program administration at community colleges. Currently, I'm involved in a huge research project about the workload of writing teachers at two-year colleges, and I am also conducting research on student's experiences using labor-based grading, and working on an edited collection on feedback. Here at A&M-SA, I teach courses in rhetoric and writing studies, and I'm the Director of Writing Across the Curriculum.

I'm an A&M-SA UndocuAlly

(<https://www.tamusa.edu/academic-affairs/student-academic-success-center/dreamers-resource-hub/trainings.html>).

Please know I will be a fierce advocate for your success here at A&M-SA. You can always feel welcomed to come to me with questions or for academic/professional advice—if I don't know the answer, I can figure out where to find it!