ENGLISH 1301 SYLLABUS FALL 2017

Instructor         Caitlin Lee
Email          Clee33@angelo.edu
Office Location & Hours       Cubicle in West Annex
         M/W 9:30-10:30am
         W 1-3pm
         T/TR 1-2pm

General Information

ENGLISH 1301: English Composition

Goals and Outcomes

There is no such thing as universally good writing. What counts as good writing in one situation may be completely inappropriate and ineffective in others. So, if you want to succeed in college and beyond, you’ll need to become an agile writer who can adapt your writing to a wide variety of audiences, contexts, purposes, and media. Therefore, we’ll focus on learning to analyze new situations and respond to them appropriately. Instead of learning one right way of writing, you’ll work on becoming flexible writers who can transfer what you’ve learned in 1301 to new contexts and new genres. The table below lists specific core objectives and student learning outcomes for this course.

Core Objectives and Student Learning Outcomes

Critical Thinking

Students will learn to employ problem-solving strategies (such as inquiring about an issue, comprehending consequences, and analyzing and synthesizing information) to generate positions and arguments and to examine basic principles of information to support a thesis.

Students will learn to comprehend, analyze, synthesize, and evaluate their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

Communication

Students will learn to take into consideration audience, context, purpose, conventions, and circumstances relevant to written communication; use relevant and appropriate content for the specific rhetorical situation in order to express their position(s) effectively in writing.

Teamwork
Students will learn to work individually and collectively toward a shared purpose or goal with the members of a team, creating and evaluating their peers’ drafts.

Personal Responsibility

Students will learn to identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making, as well as recognize and evaluate possible consequences of their decisions.

Required Texts and Materials:

Savages, Don Winslow

- A zip drive or storage device for course materials
- (2) two-pocket folders
- A notebook for notes/group work/in-class writing and something to write with

Computer Requirements

Access to Blackboard

I will use several Blackboard tools to teach this class throughout the semester. You can access Blackboard at https://blackboard.angelo.edu. To log in, you’ll need your Ramport ID and password. In addition to participating in some online discussions via this site, I will post the syllabus, writing assignments, grading standards, and additional readings. Moreover, you will submit some reading and some writing assignments through Blackboard. In order to make sure everyone is familiar with using Blackboard tools, I will provide a brief tutorial illustrating how to use them the first day or week of class.

Microsoft Word

For all electronic submissions, you must save drafts in MS Word or an MS Word-compatible format. If you submit your draft in a different format, I will be unable to open your file and therefore cannot grade your draft.

Adobe Acrobat Reader

You will need to obtain Adobe Acrobat Reader (which can be downloaded free from the internet), as you will use Acrobat Reader to access some documents on Blackboard.

Technical Support

If you are having technical problems with Blackboard, you can contact free technical support one of the following ways:

Phone: 325-942-2911
Any course content-related questions should be directed toward me.

**Attendance Policy**

This course does not have an official attendance policy. However, I must caution you that participation in peer workshops and editing sessions is mandatory. I will take attendance every day for my records, and expect you all to use your best judgment about when to miss class.

Students who miss more than two weeks of class typically have difficulty keeping up with class work and miss opportunities to contribute to and learn from class discussion and in-class group activities. In addition, if you come to class unprepared--without a draft on a peer-review day, without your textbook, etc., or behave disruptively or disrespectfully, I will ask you to leave class and mark you absent.

**Tardiness Policy**

Class begins promptly. Arriving on time prevents you from missing important class information and from disrupting class discussion and activities. Show up on time, prepared to work.

**Observances of Religious Holidays**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within what the instructor deems a reasonable time after the absence.

**Conferences**

Two to four times this semester, I will require you to conference with me about major writing assignments. This meeting gives us the opportunity to have focused, one-on-one discussions in my office regarding your writing. I will announce the conference schedule at least a week prior to the conferencing period, and you will sign up for a day/time you are available to meet. Be sure to record your conference appointment and show up on time. If you cannot make your time, notify me at least 24 hours prior to your appointment so that you can reschedule.

**Classroom Decorum**

ASU students and instructors are bound by the terms of the Code of Student Conduct, which is published in the Student Handbook at https://www.angelo.edu/student-handbook/.

- **Show Respect:** You will be expected to be courteous and behave appropriately at all times in the class including treating your fellow classmates with respect.
• Food and Drink: I do not allow full meals in the classroom, but I don’t mind if you bring something to drink or a non-disruptive snack

Electronics Policy:

I will not use my phone in class, so I expect that you will not use yours. If you have a personal emergency or a valid reason to use your phone during my class, please just let me know and we will make arrangements.

Late Work:

I do not accept late work. Essays and assignments will not be accepted late for any reason other than documented medical and personal emergencies. Students are expected to hand in work at the beginning of the class period in which it is due. If you are going to miss class the day and assignment is due, you may email papers to me, but the email’s time stamp must show that the work was submitted prior to the beginning of class on the day it was due.

PLAGIARISM

Plagiarism Policy:

Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

Types of Plagiarism

Plagiarism can include any of the following:

• Failing to quote material taken from another source.
• Failing to cite material taken from another source.
• Submitting writing that was written by another person or for another class.
• Submitting writing that was substantially edited by another person.

Procedures for Handling Plagiarism Cases

If an instructor thinks a student may have plagiarized, he or she will follow these steps:

• Meet privately with the student to discuss the assignment in question and the evidence of plagiarism;
• Identify the appropriate consequence;
• File a report with the Office of Student Services;

Possible Consequences
The instructor and the English Department Chair decide the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question,
- Fail the assignment in question,
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students.

All students suspected of plagiarism will be reported to the Office of Student Services, who maintains a file of past plagiarism cases. The ASU Student Handbook further elaborates the Academic Integrity policy at https://www.angelo.edu/student-handbook/.

SCHEDULE:
This syllabus and the course schedule are subject to revision at the instructor's discretion.

Requirements:
Your grade for this course will be calculated out of 100 total points. The points system breaks down as follows:

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<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Book Rough Draft</td>
<td>10</td>
</tr>
<tr>
<td>Book Review Peer Editing</td>
<td>10</td>
</tr>
<tr>
<td>Book Review Final Draft</td>
<td>20</td>
</tr>
<tr>
<td>Argumentative Thesis Statement</td>
<td>10</td>
</tr>
<tr>
<td>Research Abstract Rough Draft</td>
<td>10</td>
</tr>
<tr>
<td>Research Abstract Peer Editing</td>
<td>10</td>
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<tr>
<td>Portfolio</td>
<td>20</td>
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<td>100</td>
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At the end of the semester, you will submit a portfolio containing all the work you’ve completed for English 1301. This is a major grade and must include every draft, summary, set of peer editing documents, conference notes etc. Think of the portfolio as a tool you can take with you to 1302 to remind you how far you’ve come in just one semester.
THE WRITING CENTER

The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions and recommendations about organization, paragraph development, grammar, documentation, etc.; however, tutors do not edit or proofread papers. To learn more about their services, visit the Writing Center’s website at http://www.angelo.edu/dept/writing_center/.

The Writing Center offers tutoring services through two methods:

• Traditional face-to-face tutoring: Face-to-face Writing Center sessions typically last approximately 15-20 minutes and focus on a section of a draft or a specified writing issue. Students who visit the Writing Center are assisted on a first come-first served basis. No appointment is necessary for face-to-face tutoring.

• E-submission of papers: Students can send writing questions via email to the Writing Center by completing and submitting the electronic draft submission cover sheet. In addition, they can e-mail papers as attachments to writingcenter@angelo.edu. A tutor will respond to their questions and comment on drafts within 48 hours.

Location: Porter Henderson Library, third floor, Room C305

Fall and Spring Hours

Monday-Thursday: 10 a.m.–5 p.m.
Wednesday evening: 6–8 p.m.
Friday: 10 a.m.–noon
Saturday: Closed    Sunday: 1–4 p.m.