INSTRUCTOR: Mrs. Becky McCarty  
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I. INTRODUCTION  

ENGLISH 1301 is designed to meet the first semester English requirement. The course aims primarily at helping the student develop skills and techniques necessary for writing effective expository prose required in various writing situations, complete primary and secondary research, write a paper and prepare a presentation from research, and collaborate with peers. Emphasis is placed on essay structure, sentence structure, word choice, paragraph development, and organization of the whole essay with an awareness of the communication triangle. Reading and analysis of selected expository prose is used to create a sense of structural choices and writing styles. Research is based on both primary and secondary resources.  

II. LEARNING OUTCOMES  

Upon successful completion of this course students will be able to do the following:  

A. utilize various aspects of the writing process. (CS 1)  
B. write an effective essay developed from an effective thesis statement. (CS1)  
C. write an essay utilizing the proper logos, ethos, and pathos derived from audience awareness. (CS 1, CT 1, CT2)  
D. peer edit and collaborate with classmates to develop the skill of editing and a sense of grammatical correctness. (TW 1)  
E. write an essay with few errors in grammar and mechanics. (CS 1)  
F. submit a paper in MLA format. (CS 1)  
G. prepare a presentation over a research topic regarding a community figure. (CT 1, PR 1)  

III. INSTRUCTIONAL MATERIALS  

Texts:  


IV. COURSE REQUIREMENTS  

A. Reading Assignments:  
   Text reading assignments from _St. Martin’s Handbook_ and _The Longman Reader_ will be given daily. This material is to be carefully studied in preparation for class lectures and discussions.  

B. Papers:  
   Essays will be required almost weekly during the semester. Most will be major essays, typed, and e-mailed on Fridays to my home e-mail. Some papers will be written in class. An outline or other designated form of prewriting must accompany every essay submitted. Writing assignments will be supplemented by out-of-class exercises.
C. Class Performance:
Students are required to attend all classes, bring textbooks and other supplies to class, and take and keep good class notes. Students, whether present or absent, are responsible for all assignments turned in on time. The student must e-mail me concerning any missed assignments, giving the reason for the missed assignment.

D. Class Participation:
Students are to participate constructively in class discussion. Voluntarily contributing to the discussions, grades on in-class quizzes, the ability to answer questions about reading assignments, the ability to discuss in-class exercises, and work submitted in a timely fashion will factor in to the grade given for participation.

Grading Standards:
1. Major Errors:
   English 1301 requires that standard points be deducted for certain errors when instructors grade essays. Each of the following errors carries a value of ten points. The assignments from the St. Martin’s Handbook are designed to help prevent these errors. The chapters in The St. Martin’s Handbook that explain each error are given in parentheses.
   
   ME 1: Sentence fragment (37)
   ME 2: Comma splice and fused sentences (36)
   ME 3: Run-on sentence (37)
   ME 4: Glaring error in case (32)
   ME 5: Lack of subject-verb agreement (31) or pronoun agreement with antecedent (32f)
   ME 6: Misuse of semicolon (45)
   ME 7: Misspelling of common words (28)
   ME 8: Other glaring errors (for example, failure to capitalize a proper noun or use of nonstandard words such as “ain’t” or “hisself”)

   MAJOR ERRORS
   No major errors (A),
   Not more than one major error (B),
   Not more than two major errors (C),
   Nor more than three major errors (D),
   Four or more major errors (F)

V. EXAMINATIONS
A. A unit examination will be given at the completion of Units One and Three.
B. Unannounced quizzes covering assigned material may be given on time to time.
C. The final exam will be an objective test covering terminology, concepts, and grammar.
D. Make-up examinations will be given only in the event of an excusable occurrence. Students will have one week from the date missed to make-up all missed assignments. Please e-mail if you know ahead of time about school activities that will cause you to be absent. Give the date and reason.
E. Each essay based on the methods of development in The Longman Reader is a major grade. These essays will be averaged together as one unit grade.

VI. SEMESTER GRADE COMPUTATIONS
A. The possible grades for the course are A, B, C, D, or F.
B. The semester grade will be computed on the following basis:

<table>
<thead>
<tr>
<th>Written Assignments and Presentation</th>
<th>60% of semester grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>10% of semester grade</td>
</tr>
<tr>
<td>Unit Exams and Participation</td>
<td>15% of semester grade</td>
</tr>
<tr>
<td>Final Examination</td>
<td>15% of semester grade</td>
</tr>
</tbody>
</table>
VIII. COURSE OUTLINE

A. Unit One:

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to apply the basic rules of grammar, mechanics, and punctuation.

2. Learning Activities:
   b. Complete various exercises in St. Martin’s Handbook
   c. Unit exam

3. Unit Outline:
   a. Sentence fragment
   b. Comma splice and fused sentence
   c. Case
   d. Agreement
   e. The semicolon
   f. Spelling and hyphenation
   g. Major exam over the unit

NOTE: Unit One and Three will be covered concurrently with Unit Two. For example, a student might be writing a definition essay and studying the handbook chapter on wordiness, parallelism, etc.

B. Unit Two:

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Consider purpose and audience in writing an essay.
   b. Demonstrate skills in choosing and limiting a subject, outlining, writing thesis statements and introductory/concluding paragraphs.
   c. Plan and write a variety and an abundance of essays.
   d. Complete primary and secondary research.
   d. Deliver a presentation based on a research topic.

2. Learning Activities:
   a. Classroom lecture and discussion
   b. Reading assignments: St. Martin’s Handbook and The Longman Reader
   c. Prewriting strategies
   d. Written essays
   e. Research and synthesize the material
   f. Peer editing and collaboration.

3. Unit Outline:
   a. St. Martin’s Handbook
      (1) Thinking about purpose and audience
      (2) Planning and shaping an essay
      (3) Drafting and reviewing an essay
   b. The Longman Reader
      (1) Thesis
      (2) Beginning and ending
      (3) Order of ideas
      (4) Methods of Development: Assign one or more essays from each of the following sections of The Longman Reader
         (a) Exemplification
         (b) Process Analysis
         (c) Comparison and Contrast
         (d) Division and Classification
         (e) Definition
(f) Cause and Effect Analysis
(g) Argumentation
(h) Persuasion

D. **Unit Three**:

1. **Learning Outcomes**: Upon successful completion of this unit, the student will be able to identify and write effective sentences.

2. **Learning Activities**:
   a. Classroom lecture/discussion
   b. Reading assignments
      (1) *St. Martin’s Handbook*
      (2) *St. Martin’s Handbook, Usage Glossary*

3. **Unit Outline**:
   a. *St. Martin’s Handbook*
      (1) Diction
         (a) Exactness
         (b) Wordiness
         (c) Appropriateness
      (2) Effective Sentences
         (a) Sentence unity
         (b) Subordination and coordination
         (c) Misplaced parts, dangling modifiers
         (d) Parallelism
         (e) Shifts
         (f) Reference of pronouns
         (g) Emphasis
         (h) Variety

4. **Unit exam**

D. **Final Examination**:
   An objective test.

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR**

A. **Withdrawal from Course**: Withdrawal procedures are based on the guidelines set by Angelo State University.

B. Plagiarism will not be tolerated. We will discuss in depth the various ways in which unintentional plagiarism could occur.

C. Students must e-mail me to give the date and reason for each absence. Please use the home e-mail address.

D. **Back up your papers in some manner.** Multiple locations can help prevent loss of paper and loss of points angst.

E. Extra credit is not an option. Students who have done all that is required do not need it.

F. Essays will need to be submitted in .docx or .doc files. If I cannot open your document, it is late.

G. **Last names must also be included in the name of the file when it is saved.**

H. Not meeting certain deadlines will constitute a zero.

I. Students must adhere to Angelo State University’s academic honesty policy. See *Angelo State University Handbook, Part II: Academic Integrity* for more information.

J. Students may seek assistance for reasonable accommodations through the Office of Student Affairs to request needed assistance.

K. Students who will miss classes because of an observance of a religious holiday should make that intention known ahead of time to the instructor prior to the absence.