English 1301: Introduction to Academic Writing  
Course Policy Statement and Expectations  
Angelo State University  
Fall 2017

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Course Description:  
Emphasizing the writing process, this course offers substantial practice in the production of effective prose essays as well as the analysis of selected readings. Prerequisite: Successful completion of TSI requirements.

Credit: 3 lecture/0 lab

Required Texts:  
(This book is available from area bookstores or online from various companies at varying low prices. They may be purchased or rented. Former students might have used books to sell.)

Supplies:  
Three ring binder with four divided sections: class handouts/graded papers, notes, journals, and questions over readings (in that order). Bring notebook to each class.  
Access to a computer with a printer  
Access to the Internet and ASU Blackboard

Instructional Goals and Outcomes:  
Upon completion of the course, the student will show competence in the course objectives listed below:  
• Understand the nature of the writing process and use all of its phases in writing;
• Understand the principles of audience analysis and adapt language, structure, and detail to the needs of specific readers;
• Understand the basic prose structures and apply them on the sentence, paragraph, and essay level so that readers can easily understand your purpose and follow your progression of ideas;
• Generate sufficient and appropriate detail to convince readers of the validity of your thesis;
• Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays;
• Write prose largely free of errors in grammar, diction, usage, and mechanics.

Class Assignments:  
This course is a hands-on, reading and writing intensive workshop, and students can expect:  
• to write a minimum of six essays;
• to read assignments outside of class on a regular basis;
• to complete in and out of class daily assignments on time;
• to participate in class discussions of the readings;
• to participate in class activities, including peer critiquing; and
• to demonstrate an understanding of grammar, logic, and rhetorical modes through writing assignments.

Classroom Expectations and Procedures:  
Be prepared for class.  
Be respectful of those around you and all equipment.  
Be responsible in completing individual as well as group assignments/activities in a timely manner.
Methods of Evaluation:
Essays are graded for content and grammar, and a content and grammar rubric will be given with each essay assignment. Students’ work is evaluated by means of A, B, C, D, F: Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades. All assignments must be completed and turned in on the date due for a student will receive credit for the assignment.

Essays and writing assignments will be evaluated according to the following criteria:
1. Accuracy of content;
2. Use of the conventions of standard grammar;
3. Use of an appropriate method of development for the assignment;
4. Use of the principles of unity and coherence; and,
5. Use of logical, factual arguments to advance the thesis of the assignment.

Grading Policy:
Your final grade in this course is based upon your performance on course projects. Each area of your work will make up a specific percentage of your final grade in the course. Course projects and their associated grade percentages are listed below. Categories as they are listed in Skyward are in parentheses.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays/Exams (Assessments)</td>
<td>50%</td>
</tr>
<tr>
<td>Daily, Journal, and Homework Assignments (Daily)</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes (Quizzes)</td>
<td>20%</td>
</tr>
<tr>
<td>In-class, final essay (Essay)</td>
<td>15%</td>
</tr>
<tr>
<td>Participation (Participation)</td>
<td>5%</td>
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</tbody>
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Semester Grade Average:
Since this is a college course, students will receive a semester grade. There will be a grade on the report card for the 1st and 2nd grading periods, but these grades will reflect the student’s semester grade as it is at that point in the semester. These grades will not be averaged for the semester grade; the semester grade will be the actual average of all the grades for the semester. All grades for the semester will be in the 3rd grading cycle for the semester. Please check there for grades. This is a “weighted” course and students with an 80 or above will receive an additional 10 points in determining GPA and class ranking. Students with a 70-79 will receive 5 points. These points will not show up on the report card.

Essay Grades:
We will complete at least six essays this semester. Essays written in class AND out of class will be submitted electronically through ASU Blackboard.

Essay Revision:
If you receive a grade of 70 or below on a final draft of an essay, you may choose to submit one more revised draft beyond the final draft for evaluation. However, the highest grade you can earn upon revision is an 80. If you decide to revise a final draft, you need to meet with me in person during AP or after school within three school days of receiving your final draft from me. You will then have seven calendar days from our meeting to submit your revised draft. If you do not meet with me about the revision, I will not accept your revised essay. You may only revise the first two essays.

Exam Policy:
Cell phones will be collected before we begin any exam or major writing activity in class; this is similar to the cell phone collection policy before state testing. If a student does not turn in the phone before an exam, and I see it out, I will take up the phone and turn it into the office, and the student will receive a zero on the exam. Once students begin an exam, they will not be permitted to leave the room until they have completed and turned in their exam. If a student is signed out during an exam, there will be no additional time given to complete the test. Students will have their class period to complete an exam; students will not be permitted to stay past the bell that ends their class period or return later to finish an exam. This class is a college level course, and students need to use their time wisely when taking exams or writing essays in class. Proper preparation before testing will ensure students are able to complete essays/exams in the allotted time.
Quizzes
There will be quizzes over some (if not all) of the outside readings. If you know you will be absent from class for a quiz, you may take the quiz in advance (during AP, an out, or after school). After your class takes a quiz, there will be no makeup quizzes. Since I will drop 3 quizzes this semester, if you miss a quiz, that quiz will be one of the 3 I drop. I will not drop quizzes until ALL quiz grades are in Skyward for the semester. None of the reading assignments are long, but you must read if we are to have lively class discussions. Please give yourself ample time to read at home so you understand the essay we will read for class. Passing period is not long enough to read and to understand our class readings. Take handwritten notes in your notebook as you read if that would help you better prepare for quizzes. You may use these notes as you take the quiz. You may not share these "notes" with your classmates during a quiz or with students in another class.

Notebook Grades:
Notebooks will have four sections: class handouts/graded papers, notes, journals, and questions over readings (in that order). Notebooks will be graded on the class days listed on the class calendar. Although you are required to do all notes, journals, and questions, I will draw one assignment from each of those three sections during your class the day the notebook is due, and I will grade those three assignments for your notebook grade: each of the three assignments will be worth a third of that day’s notebook grade. I will draw new assignments for each class. If you are absent the day the notebook is due, I will draw three assignments and grade them the first day you return to class. You are expected to take handwritten notes during class and to use the class journal writing time wisely. Each notebook grade will count as a quiz grade.

Assignment Due Dates and Late Penalties:
Unless otherwise noted, assignments are due upon arrival in the classroom. Because this a college level course, there is ZERO tolerance for late work. If you do not turn an assignment in on time, you will not receive any credit for the assignment, regardless if it is a minor or major grade.

Lost Work:
You will need to devise a strategy for securely storing digital files. I highly recommend you incorporate a backup file system into your storage strategy. We all know that hard drives can fail and flash drives can disappear. Backup all of your work in multiple locations. I will not accept technological breakdowns or lost files as valid excuses for missing assignment deadlines.

Extra Credit:
I do not offer extra credit so please do not ask. Allow an appropriate amount of time to prepare your assignments well and stay on top of coursework.

Classroom Cell Policy:
Students will only use their cell phones to complete assignments that are related to the instructional lesson with the permission of the teacher. Unless the teacher permits the use of cell phones during a class period for class work, students will follow the building policy for cell phone use. Students will not send text messages or make calls to others. Students will not record any image, video, or audio of other students or the teacher without permission from the teacher. Students will not post any recordings or images from class to online websites without the permission from the teacher.

Listening to Music:
Students only will be allowed to listen to music on their headphones when the teacher gives permission. Students will be permitted to listen to music while writing in their journals.

Laptop/Tablet Policy:
Unless students have been told to take out their laptop/tablet for a class activity, these electronic items should NOT be visible or in use during class. If is difficult to monitor laptop/tablet use during class and is distracting to other students.

Absence Policy:
Punctual and regular class attendance is required of all students. Students are responsible for all class work covered during absences from class. If a student will be absent from school for a school sponsored trip (for example, ag or athletics), the student must turn in any work which will be due during his/her absence or complete any tests scheduled for when he/she is absent BEFORE leaving on the trip.
Since students will know well in advance when an essay or major assignment is due and will have ample time to complete it, the assignment MUST be turned in on the date it is due. If a student is absent the day an essay is due, he/she needs to make sure his/her essay is uploaded to ASU Blackboard PRIOR to class time. Late essays and assignments will NOT be accepted and will receive a 0 in the grade book. If a student will be absent for an in class essay, he/she needs to make arrangements to complete the assignment prior to the scheduled absence.

Academic Misconduct:

According to the ASU Student Code of Conduct, “Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.” Additional information about academic misconduct is available in the Angelo State University Community Policies section.

Cheating, according to the ASU Student Code of Conduct is:
1. Copying from another student's academic work, test, quiz, or other assignment
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
3. The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.
4. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous course materials without the instructor's permission.
5. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution or computer program.
6. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.
8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
10. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.

Plagiarism, according to the ASU Student Code of Conduct is:
1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.
2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

Plagiarism and Cheating Penalties:

Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor and, if necessary, in consultation with the departmental chairperson. Depending on the nature and the severity of the problem, individual instructors may assign penalties from zero for the assignment to an “F” in the course.

Students with Disabilities:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should contact the high school counselor's office. If your accommodations are already on file, then I have the paperwork but would like to talk with you, privately, about which accommodations help you the most.
Statement of Nondiscrimination:
It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

Statement of Diversity:
In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

Communication:
My conference periods are first and fifth periods, and I'm usually available in my classroom during those times as well as during AP and after school. If you have questions or concerns, please feel free to call me at home before 10 p.m. any night. My home telephone number is 796-0134.

ASU Core Curriculum Objectives Addressed:
Students in English 1301 will practice the following core curriculum learning objectives in critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

Critical thinking will be demonstrated in an analytical essay.
- Students will gather, analyze, evaluate, and synthesize information relevant to a question or issue by employing problem-solving strategies that generate positions and arguments and by examining the basic principles of information-gathering to support a thesis.
- Students will then develop and demonstrate a logical position (i.e. perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions by analyzing and evaluating their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

Communication will also be demonstrated in an analytical essay.
- Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, circumstances relevant to written communication, by using relevant and appropriate content for the specific rhetorical situation in order to express their purpose(s) effectively.

Teamwork will be demonstrated in a midterm reflection essay.
- Students will consider different viewpoints as a member of a team by working toward a shared purpose or goal with members of their team and by creating and evaluating their peers' drafts, presentations, and arguments.
- Students will work effectively with others to support and accomplish a shared goal by devoting efforts to team task, interacting with others, contributing to the team, and resolving and synthesizing divergent viewpoints within the group.

Personal responsibility will be demonstrated in a final reflection essay.
- Students will demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making by identifying their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and by recognizing possible consequences of their decisions.

Although ASU will use these objectives to assess 1301 courses, no additional work or requirements will be expected from students.
BLUE DAY

Please read, sign, and return this sheet to class by Tuesday, September 12, 2017.

I have read and understand the Fall 2017 ASU English 1301 (dual credit English III/IV) policies. I understand students will receive a semester grade for dual credit although there will be grades on the 1st and 2nd grading periods. At the end of the semester, the semester average will be placed on the grade report for the 1st, 2nd, and 3rd grading periods as well as the semester average. [For parents who check their student’s grades online, ALL the semester assignment grades will be placed on the 3rd grading cycle for the semester, and the current average will be placed on the 1st and 2nd grading periods; this average will be updated weekly.]

I understand how student grades will be determined for English 1301 and that assignments must be turned in on time. I understand that late essays and daily assignments will not be accepted and will result in a zero for the assignment. I understand that assignments will be posted on the website daily, and in case of an unexpected absence, work will be due as scheduled for the class. Additionally, I understand the seriousness of cheating and plagiarism and the grade penalties for these offenses.

PARENTS: To make communication easier, please take a moment to send me an email with your student’s name and class period in the subject line so that I can verify that I am able to access your email address. Your email will help me create a folder of correct email addresses so that I can efficiently send updates. If you would like to include additional email addresses or phone contact numbers, please do so. Do not hesitate to contact me whenever you have questions or concerns.

Date: ____________________________________________

Student’s Printed Name: ____________________________

Student’s Signature: ________________________________

Student’s Email: _________________________________

Parent’s Signature: ________________________________

Parent’s Email: _________________________________

Date Received: _________________________________

Teacher’s Signature: _______________________________