English 1301, English Composition

Course Contact Information

- **Instructor:** Katherine Garrison
- **Office:** Online through Blackboard Collaborate (see hours of availability below)
- **E-Mail:** katherine.garrison@angelo.edu (best way to contact me quickly)
- **Office Hours (online):** M/W – 1:00 PM – 3:00 PM
- **Sections:** 1301 D10 – Asynchronous (no regular class meeting time)

Course Description

Emphasizing the writing process, the course offers abundant practice in producing effective prose essays as well as in analyzing and discussing selected readings. Prerequisite: Completion of English Texas Success Initiative (TSI) requirements.

Core Objectives and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Critical Thinking</td>
<td>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.</td>
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<tr>
<td>Communication</td>
<td>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.</td>
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<td>Teamwork</td>
<td>Student 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.</td>
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<tr>
<td>Personal Responsibility</td>
<td>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.</td>
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Materials Required

- A computer with an Internet connection, MS Office (*Word and PowerPoint*), Adobe Acrobat Reader, Blackboard access, and email access. [For free downloads click here.](https://www.asu.edu)
- File Storage (e.g. flash drive, external hard drive, J: drive, email, etc…)
- Microphone attachment for your computer (or access to a microphone through the ASU Computer Lab)
Assignments

<table>
<thead>
<tr>
<th>Points</th>
<th>Section</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>10</td>
<td>2</td>
<td>MWA 1: Literacy Narrative</td>
</tr>
<tr>
<td>15</td>
<td>3</td>
<td>MWA 2: Digital Literacy Brochure</td>
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<tr>
<td>20</td>
<td>4</td>
<td>MWA 3: Writing Instruction and Digital Technology Letter</td>
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<tr>
<td>25</td>
<td>5</td>
<td>Final Portfolio</td>
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<tr>
<td>10</td>
<td>6</td>
<td>Presentation</td>
</tr>
<tr>
<td>10</td>
<td>In each section</td>
<td>Quizzes (over chapter readings, lectures, and assignment descriptions)</td>
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<tr>
<td>10</td>
<td>In each section</td>
<td>Discussion Board Posts/Responses (Reflections and Peer Responses)</td>
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<tr>
<td>100</td>
<td></td>
<td>Total</td>
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</tbody>
</table>

*MWA = Major Writing Assignment

Technical Support
If you experience technical problems, contact ASU IT: by phone at 325-942-2911, by email at servicecenter@angelo.edu, by Web at http://www.angelo.edu/services/technology/. Any course related questions should be directed toward me.

Observances of Religious Holidays:
Because this class does not meet in person or online at a set time each week (asynchronous), you should be able to complete your assignments before their due date so that they do not interfere with holy days you might observe. No extensions will be given for this reason.

Online Class Behaviors
- You will adhere to the standards set in the ASU Student Handbook.
- Adhere to standards of common courtesy. If your actions are disruptive or disrespectful, then I will ask you to stop and we will discuss the problem.
- Because we don’t meet as a class, there is no attendance or tardiness policy. Submitting your completed work on time is your sole responsibility and objective.

Email Policy
Email is the best way to contact me. I check email during regular business hours (8 am-5 pm M-F). To insure that I reply quickly, I expect the following:
- The course number "1301" in your subject line
- “Dear Mrs. Garrison” or “Mrs. Garrison” at the beginning of your email
- A clear message in complete sentences
- “Sincerely” or “thanks” and your name at the end of your message

Discussing Your Grades
I will not discuss your grades through email because of FERPA requirements designed to protect the privacy of your records. This includes progress reports that you may need me share with you. For questions, please refer to this syllabus first. If you still have questions email me and I will respond to you through “Messages” in Blackboard.
Grading Policy
Grades on assignments will be determined according to the following criteria:

- **A (90-99%)** The document is superior. It exceeds all the objectives of the assignment. The information is ethical, sophisticated, thorough, and ideally suited for the audience. The style is clear and appropriate to the subject, purpose, and audience. The organization and design of the document make the information understandable, accessible, and usable. The mechanics and grammar are correct.

- **B (80-89%)** The document is good. It meets the objectives of the assignment, but requires minor improvements or reveals easily correctable errors in organization, style, design, grammar, or mechanics.

- **C (70-79%)** The document is adequate. It omits useful information or requires significant improvement in organization, style, design, or mechanics. It may be formally correct but superficial in its discussion.

- **D (60-69%)** The document is disappointing. It meets some of the objectives of the assignment but ignores others; the discussion is inadequately developed, omits important information, or displays numerous or major errors in organization, style, design, grammar, or mechanics.

- **F (0-59%)** The document is unsatisfactory. It omits critical information, does something other than the assignment required, or displays major or excessive errors in organization, style, design, grammar, or mechanics.

Details:
- **Response Time** – Major assignments are usually graded within two weeks of submission with the exception of being in close proximity to a university holiday or illness.
- **Late Penalties** – All assignments will receive a penalty of 10% off if turned in after the deadline and 10% more for each additional day late, including weekends and holidays.
- **Incompletes** – I will not give a grade of “I” (an incomplete) in this course.
- **Use** – I reserve the right to use any of your assignments as samples for future courses.
- **University Events** – Because we do not meet as a class, students traveling to university-sponsored events must submit their work on time.

Plagiarism Policy
Plagiarism is using someone else's words, ideas, or images and not giving them credit through the use of an accepted citation style, such as MLA or APA. We will be using MLA. If you have any concerns about how to cite sources on assignments, then do one of the following:

- Read the section on MLA Style on page 500 of the NFGW
- Ask me at katherine.garrison@angelo.edu
- See http://www.angelo.edu/forms/pdf/honorcode5.pdf
- Visit the ASU Writing Center for Instruction
- Purchase an MLA Handbook
- Use online resources such as Purdue's Website on MLA Guidelines
- Read a detailed explanation of Plagiarism

What happens if you plagiarize? You will receive an automatic "0" on the assignment with an opportunity to revise for half-credit. If you are caught plagiarizing a second time, you will fail the course, and I will inform the department head, academic dean, and the Executive Director of Student Life for potential further disciplinary action.
Accommodations
If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class or complete course requirements, contact the Student Affairs Office as soon as possible at 325-942-2047 or studentservices@angelo.edu. It is located in the Houston Harte University Center, Suite 112. To receive any academic accommodation, you must be appropriately registered with Student Affairs and you must notify me as soon as possible. Student Affairs works with students confidentially and does not disclose any disability-related information without their permission.

Outside Course Support
- Information Technology (IT) for help with email, Blackboard, Ramport
- Student Computer Access and Printing Services for computer lab resources
- Library for help with conducting research
- English Language Learners’ Institute for English as Second Language (ESL) students
- Freshman College for academic success and tutoring
- Disability Services for disabled and impaired students
- ASU Writing Center for help with all writing assignments
- Student Life for non-academic opportunities (student organizations)
- Career Development for job opportunities on and off campus
### Class Schedule

All assignments will be due before midnight (11:59 pm) on the dates listed below. Note that when responding to your peers’ discussion board posts, you will have 48 additional hours. You will submit a rough draft a week before each final draft (both bolded below), so don’t procrastinate. (Note: MWA = Major Writing Assignment)

<table>
<thead>
<tr>
<th>Section 1: Welcome to the Course and Grammar Review</th>
<th>Week 1-Sunday, September 3:</th>
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</thead>
<tbody>
<tr>
<td>1. Read the Course Syllabus</td>
<td>1. Read “Academic Literacies” (page 1) and “Rhetorical Situations” (page 53) in the <em>Norton Field Guide to Writing (NFGW)</em></td>
</tr>
<tr>
<td>2. View Lecture 1</td>
<td>2. Watch <em>Why Good Writers Rule the World</em></td>
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<tr>
<td>3. Read “Writing a Literacy Narrative” (page 73) “Rebel Music” (page 640), “Se Habla Español” (page 645), Mother Tongue” (page 649), and “Lost and Found” (page 656) in <em>NFGW</em></td>
<td>3. Take Quiz 1</td>
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<tr>
<td>5. Take Quiz 1</td>
<td>5. Post to the Discussion Board Post #1</td>
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<tr>
<td>6. Respond to peers’ Discussion Board Post #1 within 48 hours (due Tuesday, September 5 before midnight)</td>
<td>7. Respond to peers’ Discussion Board Post #2 within 48 hours (due Tuesday, September 12 before midnight)</td>
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<tr>
<th>Section 2: Literacy Narrative</th>
<th>Week 2-Sunday, September 10:</th>
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<tbody>
<tr>
<td>2. View Lecture 3a and 3b</td>
<td>2. Take Quiz 2</td>
</tr>
<tr>
<td>3. Take Quiz 3</td>
<td>3. Take Grammar Diagnostic Test</td>
</tr>
<tr>
<td>4. Post Rough Draft of Literacy Narrative (MWA 1) to Discussion Board Post #3</td>
<td>6. Post to the Discussion Board Post #2</td>
</tr>
<tr>
<td>5. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, September 19 before midnight)</td>
<td>7. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, September 12 before midnight)</td>
</tr>
</tbody>
</table>

| Week 3-Sunday, September 17: | 1. Revise Literacy Narrative based on peer feedback |
| --- | 2. Visit the *Writing Center* online or in person (optional) |
| 2. Visit the *Writing Center* online or in person (optional) | 3. Turn in Final Draft of Literacy Narrative to Blackboard Assignment (do not email me or post to discussion board) |

| Week 4-Sunday, September 24: | 4. Post Rough Draft of Literacy Narrative (MWA 1) to Discussion Board Post #3 |
| --- | 5. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, September 19 before midnight) |
### Section 3: Digital Literacy Brochure

**Week 5-Sunday, October 1:**
1. Read “Arguing” (page 355) and “Designing Text” (page 597) in *NFGW*
2. View Lecture 4
3. Take Quiz 4
4. Post to the Discussion Board Post #4
5. Respond to peers’ Discussion Board Post #4 within 48 hours (due Tuesday, October 3 before midnight)

**Week 6-Sunday, October 8:**
1. Read “Using Visuals” (page 607), “Acknowledging Sources, Avoiding Plagiarism” (page 491), and skim “MLA Style” (page 500) in *NFGW*
2. View Lecture 5: Watch [this video on how to make a brochure in Word 2013](#)
3. Take Quiz 5
4. **Post Rough Draft of Digital Literacy Brochure (MWA 2) to Discussion Board Post #5**
5. Respond to peers’ Discussion Board Post #5 within 48 hours (due Tuesday, October 10 before midnight)

**Week 7-Sunday, October 15:**
1. Revise Digital Literacy Brochure based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)
3. **Turn in Final Draft of Digital Literacy Brochure to Blackboard (do not email me or post to discussion board)**

### Section 4: Writing Instruction and Digital Technology Report

**Week 8-Sunday, October 22:**
2. Watch this video on [Writing Anxiety](#)
3. View Lecture 6
4. Take Quiz 6
5. Post to the Discussion Board Post #6
6. Respond to peers’ Discussion Board Post #6 within 48 hours (due Tuesday, October 24 before midnight)

**Week 9-Sunday, October 29:**
1. Read “Writing as an Inquiry” (page 281), “Assessing Your Own Writing” (page 301), and “Kids’ Stuff” (pages 912) in *NFGW*
2. View Lecture 7
3. Take Quiz 7
4. **Post Rough Draft of Writing Instruction and Digital Technology Letter (MWA 3) to Discussion Board Post #7**
5. Respond to peers’ Discussion Board Post #7 within 48 hours (due Tuesday, October 31 before midnight)

**Week 10-Sunday, November 5:**
1. Read “Getting Response and Revising” (page 306) and “Editing and Proofreading” (page 313) in *NFGW*
2. Quiz 8
| **Section 5:** Final Portfolio | **Week 11-Sunday, November 12:**  
1. Read “A Sample Self-Assessment” (page 323) and “Comparing and Contrasting” (page 380) in *NFGW*  
2. Watch this video on *Rewriting*  
3. View Lecture 8  
4. Take Quiz 9  
5. Post to the Discussion Board Post #8  
6. Respond to peers’ Discussion Board Post #8 within 48 hours (due Tuesday, November 14 before midnight) |
|---|---|
| | **Week 12-Sunday, November 19:**  
1. Read *The Purpose of Repurposing Content*, and [this article on Audience](#)  
2. View Lecture 9  
3. Take Quiz 10  
4. Post to the Discussion Board Post #9  
5. Respond to peers’ Discussion Board Post #9 within 48 hours (due Tuesday, November 21 before midnight) |
| | **Week 13-Sunday, November 26:**  
1. [Post Rough Draft of Final Portfolio to Discussion Board Post #10](#)  
2. Respond to peers’ Discussion Board Post #10 within 48 hours (due Tuesday, November 28 before midnight) |
| | **Week 14-Sunday, December 3:**  
1. Revise Final Portfolio based on peer feedback  
2. Visit the [Writing Center](#) online or in person (optional)  
3. Turn in Final Draft of Final Portfolio to Blackboard Assignment (do not email me or post to discussion board) |
| **Section 6:** Presentation | **Week 15-Sunday, December 10:**  
1. Read “Giving Presentations” (page 625)  
2. Read/view presentations: (1) [Death to PowerPoint](#), (2) [How to Give an Awesome (PowerPoint) Presentation](#)  
3. View Lecture 11  
4. Extra Credit: Quiz on Presentations  
5. Turn in Final Draft of Presentation to Blackboard Assignment (do not email me or post to discussion board) |