1302 STUDENT OUTCOMES:
Upon completing English 1302, students should:

➤ be able to use reading and writing for inquiry, learning, critical thinking, and communicating
➤ be able to write to a variety of audiences in a variety of disciplines
➤ be familiar with the ASU Library and be able to use its resources, including its online resources and other electronic databases
➤ be able to work through the research process to write a research paper
➤ understand attribution and documentation and use an appropriate style

English 1302 outcomes will be measured by various assignments, including the composition of a research paper.

ASU CORE CURRICULUM OBJECTIVES FOR ENGLISH 1302 AND RELATED COURSE ASSESSMENTS:
Students in English 1302 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 a final research 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 a final research 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 a 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.
PREREQUISITES:
Completion of 1301 or equivalent credit.

REQUIRED MATERIALS:
3 ring binder with pockets (for this class only)

ABSENCES:
Because this is a workshop based class, regular attendance is required. In MWF classes, each student will be allowed five (5) absences. When a sixth absence occurs, the student automatically fails the course. In TTH classes, each student will be allowed four (4) absences. When a fifth absence occurs, the student automatically fails the course. Class begins promptly at the designated time, and roll will be called at the beginning of class. Once roll is taken, the door to the classroom will be closed and locked. No one will be admitted after that time. If you are not prepared for workshop assignments, you will be asked to leave class and will be charged with an absence. If you must be absent, be sure to contact another class member for any changes in the syllabus so that you will be prepared for the next class meeting. Missing class, malfunctioning computers and/or printers, or ‘forgetting’ to print out required documents are not viable excuses for being unprepared.

EXTENUATING CIRCUMSTANCES:
At times, there may be special circumstances that might require additional consideration on my part (such as medical or family emergencies). In such cases, the student must appeal to the Student Life Office. Any additional consideration will be at my discretion even after I am contacted by the Dean. Please be aware that situations such as weddings, court dates, work, non ASU sponsored events, etc. are not considered extenuating circumstances.

BLACKBOARD:
In order to ensure that students have access to course materials at all times, all assignment sheets, required reading assignments, and related handouts will be posted on Blackboard. When indicated on the syllabus, students are required to access corresponding assignment sheets, required reading assignments, and/or handouts and have those documents available in class. Failure to produce the required documents in class on the scheduled class dates will result in an absence. All students enrolled in the course are automatically enrolled in Blackboard.

ASSIGNMENT SUBMISSION RULES:
Papers:
- Out-of-class papers will be submitted via Blackboard in Microsoft Word and hard copy. Papers must follow the manuscript conventions discussed in class.
- All papers, including drafts, style checks, edited copies, and final copies, are due on the dates assigned on the syllabus. Papers will not be accepted unless Writing Center referrals (if required) have been completed.
- Late papers/assignments will be accepted up to three (3) class days beyond their due date(s). Ten (10) points will be deducted for each day your assignment remains late. After three (3) class days, all possible points for the assignment will be forfeited, and you will receive a zero (0) on that assignment.
- Ten (10) points will be deducted for each missing element in the final packets.

All hard copies of papers will be kept on file in my office for reference throughout the semester. You may pick up your papers at the end of the semester.

QUIZZES AND EXAMS:
In class announced and unannounced quizzes (daily exercises will also count as quizzes) will be given throughout the semester. There will be no make-ups for daily quizzes or exercises. A student must be present to receive credit for exercises graded as quizzes. Major exams may be made up only at my discretion and only if you have discussed the situation with me in advance.

WRITING CENTER:
The Writing Center is an academic support service available to all ASU students. I strongly encourage you to make the Center an integral part of your writing process by visiting the tutors frequently during the semester. When necessary, I may require you to visit the Center for help during the writing process. Such referrals are mandatory; therefore, no paper will be accepted if the required tutorial is not completed. The Center is located on the third floor of the Porter Henderson Library, Room C305; the phone number is 325-486-6173.

ACADEMIC HONESTY:
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the Web at http://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php. Students who are determined to have violated this policy will receive a failing grade on the assignment as well as a failing grade in the course. They will also be referred to the English Department Chair for further action.

GRADE DETERMINATION:
Your grade for the semester will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes and Daily Exercises</td>
<td>3%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>17%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>15%</td>
</tr>
<tr>
<td>Sentence Outline</td>
<td>5%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>5%</td>
</tr>
<tr>
<td>Observation Assignment</td>
<td>10%</td>
</tr>
<tr>
<td>Final</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: You must turn in all assigned work in the order it is assigned to be eligible to receive a passing grade in this course.

STUDENT DISABILITY SERVICE
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
University Center, Room 112

CLASSROOM BEHAVIOR:
➢ Students are expected to behave as adults—this is not high school.
➢ Active engagement in classroom activities is required.
➢ Students who sleep or disrupt the classroom will be asked to leave and charged with an absence.
➢ Continuous disruptions in the classroom may result in failure of the class.
➢ Leaving the classroom during class is disruptive. Personal needs should be taken care of before class. Students who continually leave the classroom during class will be asked to leave and charged with an absence.

FOOD AND DRINK:
No food or beverages are allowed in the classroom at any time.

ELECTRONIC DEVICES:
University policy dictates that students turn off all electronic devices prior to entering the classroom. The first time a device interrupts class, I will ask you to turn it off. The second time, I will ask you to leave and charge you with an absence. Headphones and/or earpieces are to be removed prior to entering the classroom as well.

WITHDRAWAL POLICY:
The last day to drop a course or to totally withdraw from the University will be Friday, November 3, 2017. Withdrawal grades will be indicated by W.

Ms. Ryan
MWF

Syllabus for August 28-October 20
All work, including reading assignments, assignment sheets, and/or handouts, is due at the beginning of class unless otherwise indicated. Activities and deadlines subject to change with prior notice.

NOTE: Handouts that are highlighted MUST be printed out from Blackboard and available in class on that particular date. Failure to produce the required documents in class on the scheduled class date will result in an absence.

Week 1: August 28-September 1
Mon  28   Introduction to the Course
Wed  30   Diagnostic Essay
Fri  1    Diagnostic Essay

Week 2: September 4-8
Mon  4    Holiday
Wed 6 Read: [https://owl.english.purdue.edu/owl/resource/566/01/](https://owl.english.purdue.edu/owl/resource/566/01/)  
Handout(s): Grading Standards AND Common Errors sheet

Fri 8 Class Discussion: Introduction to Research Paper/Research Notebook  
Sign-up for Topic-Approval Conferences

Week 3: September 11-15

Mon 11 Library Orientation  
Assignment: Library Exercise

Wed 13 Library Orientation

Fri 15 Handout(s): Research Proposal sheet  
**Due: Library Assignment**  
Class Discussion: Intro to memo/memo style

Week 4: September 18-22

Mon 18 Handout(s): Global Revision Guidelines AND two (2) Discovery Draft Peer Review Sheets  
**Due: Discovery Draft of Research Proposal—Two (2) copies!**  
Workshop: Peer global revisions of Research Proposal

Wed 20 **Due: Revised Draft of Research Proposal**  
Handout(s): Specific Revision Guidelines  
Workshop: Peer specific revisions of Research Proposal

Fri 22 **Due: Final draft of Research Proposal submitted via Blackboard and hard copy**, six peer reviewed sources  
Class Discussion: Source citations

Week 5: September 25-29

Mon 25 Handout(s): Guidelines for Annotated Bibliography  
**Due: Source Bibliography**  
Class Discussion: Introduction to Annotated Bib, Summaries

Wed 27 Quiz  
Handout(s): How to Paraphrase  
**Due: Summary exercise**  
Class Discussion: Plagiarism, Paraphrasing

Fri 29 Quiz  
Handout(s): Is it Plagiarism Yet?  
**Due: Paraphrasing exercise**  
Class Discussion: Plagiarism

Week 6: October 2-6

Mon 2 Handout(s): Global Revision Guidelines AB AND two (2) Discovery Draft Peer
Review sheets
Due: Discovery Draft of Annotated Bibliography—Two (2) copies!
Workshop: Peer global revisions

Wed  4  Handout(s): Specific Level Guidelines AB AND Annotated Bibliography packet order sheet
Due: Content Ready Draft of Annotated Bibliography
Workshop: Peer specific revisions

Fri  6  Handout(s): Quotations AND Incorporating Facts into Your Paper
Due: Annotated Bibliography and packet submitted via Blackboard
Discussion: Direct quotes, Attribution

Week 7: October 9-13

Mon  9  Handout(s): Benefits of Sentence Outlines, Developing a Sentence Outline, AND Sentence Outline Guidelines
Due: Attribution Exercise
Class Discussion: Outlines

Wed 11  Handout(s): From Sentence Outline to First Draft, The Rough Draft, AND The Paragraph
Due: Sentence Outline
Class Discussion: The first draft and paragraphs

Fri 13  Handout(s): Global Revisions Guidelines AND two (2) Discovery Draft Peer Review Sheets
Due: Discovery draft of Research Paper—Two (2) copies!
Workshop: Peer global revisions
Class Discussion: References page

Week 8: October 16-20

Mon 16  Due: Content Ready Draft of Research Paper with References page
Handout(s): Specific Level Revision Guidelines
Workshop: Peer specific level revisions

Wed 18  Due: Final Draft of Research Paper with References page and packet submitted via Blackboard and hard copy
Handout(s): Midterm: Reflective Essay

Fri 20  Conferences