Course Policy Statement and Expectations
Angelo State University
Spring 2018

Instructor: Sue Vernon
E-mail Address: svernon@frenship.us OR SEVernon@aol.com
Department: English and Modern Languages, Angelo State University

Course Description
1302/ENGL 1302 Writing Across the Curriculum (3-0). A course in critical reading and writing across the curriculum, including the research process and the research paper.
Prerequisite: English 1301 or equivalent credit.

Scope/Purpose
English 1302 continues the purpose of English 1301: to help students think well by helping them to write well. Unlike English 1301, English 1302 has a two-fold purpose: it encourages critical thinking by introducing the students to imaginative literature, to the modes of artistic thought, and to the critical responses appropriate to these modes of thought.

Course Goals and Objectives
By the end of English 1302, the student should have written papers that reflect the following:

1. Critical thinking and problem solving:
   • Use of proper audience, purpose, and subject for a writing assignment
   • Choice of an appropriate topic, tone, and style
   • Development of essays that are appropriate in logic, structure, focus, and coherence
   • Application of logic to create strong, concrete, and developed arguments
   • Analysis of essays and application of constructive suggestions from peers and instructor
   • Revision of structural, developmental, grammatical, and mechanical problems within an essay
   • Ability to analyze literature
   • Ability to write a multiple source paper
   • Ability to evaluate sources
   • Ability to properly document source within a paper
   • Ability to do an annotated bibliography and properly formatted Works Cited page

2. Creativity:
   • Topic choice; diction, tone, and style; analysis and paper development
   • Group work and class discussions
   • Literary analysis
   • Research topic analysis
   • Research sources analysis

3. Communication/collaboration:
   • The writing assignments themselves (as the ultimate goal of the course) are to teach student to communicate effectively through writing
   • Teacher/student interaction, both in class discussions and in one-on-one help with papers
   • Interaction with other students in class discussions, group work, and peer editing

4. Leadership, personal responsibility, honesty, and integrity:
   • Regular and on-time class attendance
   • Responsibility for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
   • Submission of all assignments in accordance with due dates
   • Avoidance of all forms of cheating and plagiarism on all assignments, including improper collaboration
   • Respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
Required Text

Additional Supplies
Journal, notebook, or folder from last semester with four sections: class handouts/graded papers, notes, journals, and questions over readings (in that order).
Internet and ASU Blackboard Access

Methods of Evaluation
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 only. All assignments must be completed and turned in on the date due before 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.

FHS Grading Categories and Percentages in Skyward
- Assessment (Unit Exams/Common Assessments) 30%
- Essay (Two Shorter Analytical Essays/Projects) 25%
- Research Paper 25%
- Quiz 10%
- Daily Work (Daily Work/Class Participation) 10%

Major Assessments
We will have exams over each major unit: Research, Poetry, Short Fiction, Drama, and Novel. These exams might include a few "common assessment" questions with the other English 1302 classes. If you know you will be gone on an exam day, please see me in advance to schedule your exam. If you are sick on an exam day, you will need to arrange ample time during AP or after school to make up the exam within the week after you return to school. Once you begin an exam, there will be no "coming back to finish it." If you sign out during an exam, I will grade your exam as you turned it in before you signed out.

Essay Grades/Projects
We will complete two essays this semester. Both will be analytical in nature. In the first essay, you will analyze a poem using only the *Poetry for Students* books from the Library. Each student in a class will select a different poem to analyze. The first essay is meant to be a "mini" research paper so we can work out paraphrasing/quoting/formatting problems before we write the actual research paper. The second essay will be after the research paper and will analyze the play, *A Raisin in the Sun*. The two essays must be submitted electronically through ASU Blackboard and in hard copy in class. There could be project components to these essays.

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 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 discussion about literature. Please give yourself ample time to read at home so you understand the short story, poem, play, or novel we will read for class. Passing period is not long enough to read and to understand our class readings. Take notes in your notebook as you read if that would help you 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.
Research Paper

A major focus of English 1302 is writing a solid research paper. We will learn to access reliable, authoritative sources and to assimilate these sources into a readable, cohesive essay which supports a nicely written thesis and follows MLA formatting. You must complete a research paper and turn it in by its due date to pass the course. Research papers are due before the last day to drop a course from ASU. If you do not turn in a research paper on time, you will have to drop the course at ASU by April 2 to receive a W instead of an F at ASU. You will then move to a regular English III or IV class for the remainder of the year with a 70 for both the 4th and 5th grading periods. The research paper will be submitted electronically through ASU Blackboard AND a hardcopy of the paper and all of the work product will be due to me by 4:30 p.m. Wednesday, March 28 for GOLD day and 4:30 p.m. Thursday, March 29 for BLUE day. A student who does not turn in a Research Paper cannot pass the course, regardless of the average of the student's other grades.

Notebook Grades

Notebooks will have four sections: 1.) class handouts/graded papers, 2.) notes, 3.) journals, and 4.) 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 30 points of that day’s notebook grade. The final ten points will be for neatness and organization. I will draw new assignments for each class. If you are absent the day the notebook is due, I will draw three new assignments and grade them the first day you return to class. You are expected to take notes during class and to use the class journal writing time wisely. Each notebook grade will count as a quiz grade.

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 4th and 5th 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 third 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.

Cell Phone Policy

Unless students have been told to take out their cell phones for a class activity, cell phones should NOT be visible or in use during class. If I see a phone out during class, I will take it up.

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. It is difficult to monitor laptop/tablet use during class and is distracting to other students.

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.
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.

If a student is absent for a journal assignment, he/she should attend AP to make up the work immediately following the absence. If a student is absent, he/she should check with me (or my website) for any assignments he/she missed during the absence. These daily assignments will be due the next class period. NO late research papers will be accepted.

ASU Blackboard

Both essays and the research paper must be submitted to ASU Blackboard by the deadline for your class (based on blue or gold day). No late papers will be accepted. If you have had trouble logging onto Blackboard or if you have forgotten your username and/or password, you will need to contact ASU. Be sure to log in prior to the due date of the first paper to insure you are able to turn your essay in on time. I do have your username, but I do not have your password; you will need to keep up with these throughout the semester.

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.

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 DECA), 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.

Diversity Statement
In this class, the teacher 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 1st and 5th periods, and I'm usually available in my classroom during that time. 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.

Remind
If you would like to sign up for Remind messages this semester, please text the following message @c8483f to 81010. These instructions also are posted in the classroom.
BLUE DAY
Please read, sign, and return this sheet to class by Wednesday, January 24, 2018.

I have read and understand the Spring 2018 ASU English 1302 (dual credit English III/IV) policies. I understand students will receive a semester grade for dual credit although there will be grades on the 4th and 5th grading periods. At the end of the semester, the semester average will be placed on the grade report for the 4th, 5th, and 6th grading periods as well as the semester average. [For parents and students who check grades online, all the semester assignment grades will be placed on the 3rd grading cycle for the semester (the 6th six weeks period), and the current average will be placed on the 4th and 5th grading periods; this average will be updated weekly.]

I understand how student grades will be determined for English 1302 and that assignments must be turned in on time. I understand that late essays, research papers, or 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. I understand that a successful research paper must be completed in order to pass this course. Additionally, I understand the seriousness of cheating and plagiarism and the grade penalties for these offenses.

Date: ________________________________

Student's Printed Name: ________________________________

Student's Signature: ________________________________

Student's Email: ___________________________________

Parent's Signature: ________________________________

Parent's Email: ___________________________________

Date Received: ________________________________

Teacher's Signature: ________________________________