ENGL 1302

Spring 2018

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Section 050</td>
<td>MW 8:00-9:15</td>
<td>A 025</td>
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<tr>
<td>Section 220</td>
<td>MW 12:30-1:45</td>
<td>A 035</td>
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<td>Section 010</td>
<td>MW 2:30-3:45</td>
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<td>Section D10</td>
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<td>Section D20</td>
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Instructor: Damien Weaver

Office: West Annex

E-mail: dweaver3@angelo.edu

Office Hours: MW 9:30-12:00 / T 2:30-3:30 (and by appointment)

Course Website: http://blackboard.angelo.edu

**REQUIRED BOOKS AND MATERIALS**

- Two-pocketed folder (for this class only)
- Highlighters (at least four colors)
- Red pen, writing utensils, note paper

**WHAT TO BRING EACH DAY**

- *They Say, I Say*,
- Any other texts assigned for the day (in hard copy)
- Class notes
- Writing utensils and paper
- Course syllabus

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**WRITING ACROSS THE CURRICULUM**

**Description, Outcomes, Assignments, Grades**

The Department of English and Modern Languages defines ENGL 1302 as a course in critical reading and writing across the curriculum, with emphasis on the research process and the research paper.

At the end of this course you should be able to

- Use the writing process as a form of learning, critical thinking, and communicating
- Communicate in writing effectively with professional audiences from a variety of disciplines
- Locate, evaluate, and integrate credible and scholarly resources into your writing
- Conduct a methodical research process to complete an academic research project
- Practice source attribution, synthesis, and citation style properly for academic purposes.

**Writing Community**

In class, work often will occur in groups, so be prepared to share your ideas and writings with your peers—often a few of them, sometimes the entire class. In workshops, you and your peers will help each other revise and edit rough drafts.

**ASSIGNMENTS AND GRADE CALCULATION**

Your final grade for this course will be calculated according to this scheme:

- Homework, quizzes, daily participation 15%
- Peer review 10%
- Paper 1 (response) 10%
- Paper 2 (synthesis) 15%
- Paper 3 (annotated bibliography) 15%
- Paper 4 (research paper) 25%
- Presentation 10%

**GRADING POLICY**

Assignments are graded A through F with pluses and minuses as necessary. Work that is not done or not turned in is recorded as a zero.

Letter grades will be converted to percentages as such:

- A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

Numeric grades will be converted to letter grades as such:

- 100-98=A+; 97-93=A; 92-90=A--; 89-88=B+; 87-83=B; 82-80=B--; 79-78=C+; 77-73=C; 72-70=C--; 69-68=D+; 67-63=D; 62-60=D--; 59 and below=F.
**CORE CURRICULUM OBJECTIVES FOR ENG 1302**

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.

- **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 through peer review.
  - Students will consider different viewpoints as a member of a team by evaluating their peers’ drafts and arguments.

- **Personal responsibility** will be demonstrated in a final research 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.

**CLASSROOM ENVIRONMENT**

ENG 1302 combines lecture and discussion and often incorporates small-group work and peer-review workshops. Therefore, the ability for each student in this classroom to learn is affected by the contributions and behaviors of every other student. Please show respect to your instructor, to your classmates, and to the process of learning as a whole. Allow others time to talk, try not to interrupt, and above all refrain from rude, offensive, or belittling comments. When others are talking, pay attention to their comments and do not do anything that will distract yourself or others, including playing with your cell phone or other electronic devices. **Please turn off your cell phone prior to class and put it in your bag. If you violate any of these rules, your participation score for the day drops to an F.**

**DAILY ASSIGNMENTS AND PARTICIPATION**

To succeed in this course, you will need to show up to class on time with any homework or reading assignments completed, bring necessary materials to class, actively engage with the instructor and your classmates, and contribute to any activities being done in class. All of these constitute your daily participation score. A student that comes to class every day, has all assignments completed appropriately, pays attention but does not ever contribute to discussion can expect a participation grade of a B. I will check for completed homework assignments at the start of class. **If you do not bring a required text or other required materials, your participation score for the day drops to an F; if the problem persists, you will be asked to leave the classroom.** Occasionally, you will have quizzes on the reading assignments, sometimes without warning. Your participation grade is made up of all these factors, but workshops (both partial and full-draft workshops) will be separated into their own average. **All work (unless otherwise stated) needs to be completed and brought to class in hard copy. ALWAYS REMEMBER TO SUBMIT MAJOR ASSIGNMENTS TO BLACKBOARD, AND PRINT OUT 3 COPIES OF DRAFTS FOR IN-CLASS PEER EDITING.**
ATTENDANCE POLICY
Successful students attend class regularly; however, occasionally life intervenes. I encourage regular attendance while allowing for the exigencies of life. Attendance is required, but you are allowed three discretionary absences. **IF YOU MISS 20% OF CLASS MEETINGS – FOR ANY REASON – YOU WILL EARN A COURSE AVERAGE OF F FOR EXCESSIVE ABSENCES.** In a class scheduled for 2 days per week, 20% is 6 classes; in a class scheduled for 3 days per week, 20% is 9 classes. Missing this number of classes will result in an F. Additionally, for each absence after the third, your final grade drops by a third of a letter grade (e.g., from B- to C+). You are considered absent any time you are not in class – no matter what the reason, and making up missed work (if allowed below) does not erase absences. Doctor’s notes do not erase absences, either. Excessive tardiness is similarly penalized. **If you arrive to class late three times, I shall count that as one absence. To be counted present at all, you must attend at least 70% of a class period.** In a class scheduled for 2 days per week, 70% is 53 minutes; in a class scheduled for 3 days per week, 70% is 35 minutes. **Student-athletes and other students representing the university at official functions should provide me a list of travel-related absences as soon as possible.**

PAPER SUBMISSION
For each major paper assignment, you will turn in two identical versions, an electronic copy and a hard copy. The electronic version goes to Blackboard; the hard copy, to me. I’ll use the electronic copy to check against plagiarism but grade and comment upon the hard copy. The hard copy must be turned in at the start of class; the electronic copy should be submitted to Blackboard by the end of the day. **FAILURE TO TURN IN AN ELECTRONIC COPY TO BLACKBOARD WILL RESULT IN A FAILING GRADE ON THE ASSIGNMENT AND WILL AROUSE MY SUSPICIONS OF ACADEMIC DISHONESTY.**

Portfolio Organization
Hard copies should arrive to me in your pocketed folder like this:

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<th>Left Pocket</th>
<th>Right Pocket</th>
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<tbody>
<tr>
<td>Notes, Handouts, Etc.</td>
<td>Drafts in reverse chronological order (final draft on top)</td>
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Rough drafts and final drafts must adhere to the formatting rules for this course. Those rules are available in a separate document posted on Blackboard (see below).

LATE PAPERS AND OTHER LATE WORK
The grade of an assignment drops a letter grade for each day (not just class day) that it is late, and if it is more than five days late, it will receive a grade of zero and I will no longer accept the paper. If you know that you will be absent on the day a paper is due, you should notify me and then turn in the electronic copy to TurnItIn before class time and submit the hard copy by the next period. More than likely, papers that are turned in late will be returned late and receive no comments. All students have a one-time, one-day extension that they may utilize at ONE point of their choosing during the semester. **Student using this “freebie” should notify me in writing (a simple email will do) on the day the paper is to be turned in and must turn in the hard copy to me and the electronic copy both by close of business the following day.**

Although you can make up some missed work if your absence is due to legitimate circumstances beyond your control, you must **notify me in advance that you are missing class, will arrive late or must leave early.** In most cases, students who are sick, leaving town for a funeral, or absent for just about any other reason, can at least send me an e-mail to tell me beforehand that they are missing and why. Such notifications go a long way toward assuring me that the absence is a legitimate one. In the event that you miss a class meeting, you should seek out a classmate for notes and assignments. **Credit for workshops of any kind cannot be recuperated.**
OTHER STANDARD PENALTIES
The following list of penalties comprise those I see most often in student papers at all levels. These are not the only penalties that you should look out for in your papers, but these can be applied to many of the papers you will submit in English 1302.

- Incorrect Formatting -1/3 letter grade
- Missing Elements in Formatting -1/2 letter grade
- Paper below Minimum Word Count (less than 10%) -1 letter grade
- Paper below Minimum Word Count (more than 10%) -2 letter grades
- Minor Errors in Bibliography (Works Cited Page) -1/3 letter grade
- Major Errors in Bibliography (Works Cited Page) -1 letter grade
- Missing Bibliography (Works Cited Page) -2 letter grades
- Missing Peer-Review -1 letter grade
- Late Turn It In Report -1 letter grade
- Missing Turn It In Report No credit on assignment

PEER REVIEW AND CONFERENCES
For the major papers, you will bring a complete rough draft to class on the assigned days and a classmate will read and evaluate your draft while you read and evaluate someone else’s. Your grade for peer review depends upon your attendance at the workshop, your possession of a complete rough draft by the time of the workshop, and how well you perform in critiquing someone else’s draft. **Even if you don’t have a draft, you should come to class on the day of a workshop.** Not only will you avoid the penalty of an absence, your mere presence guarantees you a better score for the workshop than if you did not come at all.

You may **participate in a workshop only if your draft is complete**, that is, only if it contains the minimum number of words; an introduction, body, conclusion, citations, and a works-cited page. During most workshops you will fill out a worksheet that I shall grade when you turn in your final draft.

Your grade for each draft workshop will be calculated as follows:

- Absence 0
- Attendance without complete draft F
- Attendance with complete draft Value of peer review (A, B, C, or D)

In addition to the feedback you will receive in peer-review, you may also conference with me about any of your papers. These conferences are optional, and will occur by appointment during my scheduled office hours.

TEXTBOOK
Our only textbook is *They Say/I Say*, (3rd edition). Make sure you obtain the third edition, not the first or second. **You must bring our textbook to class every day this semester.**

PURDUE OWL
Because our text, *They Say/I Say*, contains little about documentation and argumentative organization, for those matters we will be using material provided by two internet sources, Purdue’s OWL (http://owl.english.purdue.edu/owl/) and UNC’s Writing Center (http://writingcenter.unc.edu/handouts/). You should become familiar with these sites.
STATEMENT ON ACADEMIC HONESTY
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for reading and understanding the Academic Honor Code, contained in the Student Handbook. By participating in ENG 1302, you agree to abide by the Academic Honor Code.

If you do not understand the rules regarding plagiarism, cheating, or other lapses in academic integrity as outlined in the Academic Honor Code, it is incumbent upon you to seek clarification from me prior to the first assignment. Students who violate the Academic Honor Code will receive a failing grade for the course and be referred to the Department Chair and the Academic Integrity Committee.

TURNITIN
TurnItIn is plagiarism-checking software. By enrolling in this course, you grant the instructor the right to submit all course materials to TurnItIn, which detects textual similarities. All major assignments must be submitted to TurnItIn using the link provided on our Blackboard page (see below). Furthermore, assignments submitted to TurnItIn will be included as source documents in TurnItIn’s database. Instructions for using TurnItIn are available on our Blackboard page.

BLACKBOARD
On our site you will find the syllabus, handouts, links, assignment prompts, grading rubrics, additional readings, and announcements. You’ll also find the drop-boxes for TurnItIn, which you’ll have to use for all major assignments. If you ever have questions about the course, please check Blackboard first. The web address is: http://blackboard.angelo.edu.

OFFICE HOURS
These are listed on the first page. During office hours I will be available to talk if you want to speak with me about any aspect of the class or your performance in it. I am also happy to help you with writing assignments at any point in their development—researching, drafting, or revising. If you cannot meet me during the regular office hours, just contact me (dweaver3@angelo.edu) to schedule an appointment, and we’ll meet at some other time. You may want to let me know that you are planning to come by office hours (particularly in the afternoons) as I am often called into meetings and may not be available for the whole time listed – if you let me know in advance, I am happy to arrange a specific time.

WRITING CENTER
The ASU Writing Center is a wonderful resource for students at any stage in the composition process, from brainstorming to editing. Please seek out the assistance of its tutors whenever you think you need it. They do not proofread papers or write papers for you, but they can help with structure, organization, development, and mechanics. They offer face-to-face tutoring, synchronous online tutorials, and responses to e-mailed questions. If you seek their help, you should provide them a copy of the assignment prompt and all work you’ve completed toward the assignment. The office is located on the third floor of the Porter Henderson Library, Room C305. For more information or to set up an appointment, go to http: www.angelo.edu/dept/writingcenter.

OBSERVANCES OF RELIGIOUS HOLIDAYS
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within what the instructor deems a reasonable time after the absence.
**COUNSELING SERVICES**
Students struggling with events in their lives or with mental health issues should seek out allies and resources available on campus. The following are institutional sources of support, but you may seek out faculty, staff and others on campus for help, including myself.

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<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Campus Clinic and Counseling Services</td>
<td>325-942-2171</td>
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<tr>
<td>Campus Police</td>
<td>325-942-2071</td>
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<tr>
<td>San Angelo Police</td>
<td>911</td>
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<tr>
<td>Michelle Boone, Title IX Coordinator</td>
<td>325-486-6357</td>
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**STUDENTS WITH DISABILITIES**
Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.