ENGLISH 1302 SYLLABUS SPRING 2018

Instructor: Caitlin Lee
Email: Caitlin.lee@angelo.edu
Office Location & Hours: Cubicle 100, West Annex
- W1-2pm
- T/TR 2-3pm
- By appointment M-TR

General Information

Course Description: There is no such thing as universally good writing. What counts as good writing in one situation may be completely inappropriate and ineffective in others. We will examine and discuss forms of writing, methods of inquiry, genres, stylistic conventions, and communicative situations relevant to your major or potential major. Topics of discussion will include how professionals in your field communicate with various academic and professional audiences. Questions we will answer include:

- How do writing expectations vary across different professional and academic fields?
- How do research methods across the disciplines differ?
- How and where do they share research?
- Which manuscript and documentation styles do they use?
- Which writing processes and organizational strategies do effective experienced writers employ?

Course Learning Outcomes

The table below lists specific core objectives and student learning outcomes.

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<th>Core Objective</th>
<th>Course Student Learning Outcome</th>
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<tr>
<td>Critical Thinking</td>
<td>Critical thinking will be demonstrated through students writing analyses and evaluative pieces.</td>
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<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.</td>
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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.

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<th>Communication</th>
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<td>Communication will be demonstrated through students composing a variety of genres for different contexts.</td>
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<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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<th>Teamwork</th>
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<td>Teamwork will be demonstrated through peer review.</td>
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<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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<th>Personal Responsibility</th>
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<td>Personal responsibility will be demonstrated through a series of reflective essays.</td>
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<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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**Required texts:**

In lieu of a required textbook, students are expected to use Blackboard to find and print the reading for class meetings. It is the student’s responsibility to remember to print things our prior to the beginning of class.

**Computer Requirements**

Access to Blackboard--I will use Blackboard for this class throughout the semester. You can access Blackboard at https://blackboard.angelo.edu. To log in, you’ll need your Ramport ID and password. I will post the syllabus, copies of writing assignments, and readings.

Adobe Acrobat Reader--You will need to obtain Adobe Acrobat Reader (which can be downloaded free from the internet), as you will use Acrobat Reader to access some documents on Blackboard.
Technical Support:

If you have technical problems with Blackboard, you can contact free technical support one of the following ways:

Phone: 325-942-2911, Email: servicecenter@angelo.edu,
Web:http://www.angelo.edu/services/technology/

Any course content-related questions should be directed toward me. I am not, however, a computer expert, technician or scientist. I can explain things pertaining to my class, but beyond that, please seek the counsel of experts. I teach English, and that’s what I can help you with.

Attendance Policy

This course does not have an official attendance policy. However, I must caution you that participation in peer workshops and editing sessions is mandatory. I will take attendance every day for my records, and expect you all to use your best judgment about when to miss class.

Students who miss more than two weeks of class typically have difficulty keeping up with classwork and miss opportunities to contribute to and learn from class discussion and in-class group activities. In addition, if you come to class unprepared--without a draft on a peer-review day, without your textbook, etc., or behave disruptively or disrespectfully, I will ask you to leave class and mark you absent.

Tardiness Policy

Class begins promptly. Arriving on time prevents you from missing important class information and from disrupting class discussion and activities. Show up on time, prepared to work. In accordance with university policy, the classroom door will be locked once class begins, and remain locked until the class is over.

Observance 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.

Classroom Decorum

ASU students and instructors are bound by the terms of the Code of Student Conduct, which is published in the Student Handbook at https://www.angelo.edu/student-handbook/.

•Show Respect: You are expected to be courteous and behave appropriately at all times in the class including treating your fellow classmates with respect.

•Food and Drink: I do not allow full meals in the classroom, but I don’t mind if you bring something to drink or a non-disruptive snack
Electronics Policy:
I will not use my phone in class, so I expect that you will not use yours. If you have a personal emergency or a valid reason to use your phone during my class, please just let me know and we can make arrangements. Additionally, please do not use other electronic devices in my classroom.

If we’re working on an in class writing assignment, you may listen to music while you work as long as you have headphones/earbuds and the people next to you can’t hear it.

Late Work:
I do not accept late work. Essays and assignments will not be accepted late for any reason other than documented medical and personal emergencies. Students are expected to hand in work at the beginning of the class period in which it is due. If you are going to miss class the day and assignment is due, you may email papers to me, but the email’s time stamp must show that the work was submitted prior to the beginning of class on the day it was due.

PLAGIARISM

Plagiarism Policy:
Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

Types of Plagiarism
Plagiarism can include any of the following:

• Failing to quote material taken from another source.
• Failing to cite material taken from another source.
• Submitting writing that was written by another person or for another class.
• Submitting writing that was substantially edited by another person.

Procedures for Handling Plagiarism Cases
If an instructor thinks a student may have plagiarized, he or she will follow these steps:

• Meet privately with the student to discuss the assignment in question and the evidence of plagiarism
• Identify the appropriate consequence;
• File a report with the Office of Student Services;

Possible Consequences

The instructor and the English Department Chair decide the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

• Adequately redo or revise the assignment in question,

• Fail the assignment in question,

• Fail the class, or

• Be subject to more severe sanctions imposed by the Dean of Students.

All students suspected of plagiarism will be reported to the Office of Student Services, who maintains a file of past plagiarism cases. The ASU Student Handbook further elaborates the Academic Integrity policy at https://www.angelo.edu/student-handbook/.

Grades:

Schedule--This syllabus and the course schedule are subject to revision at the instructor's discretion

Requirements:

Your grade for this course will be calculated out of 100 total points. The points system breaks down as follows:

Writing in Your field Rough Draft 5
Writing in Your Field Peer Editing 5
Writing in Your Field Final Draft 20
Annotated Bibliography Rough Draft 5
Annotated Bibliography Peer Editing 5
Annotated Bibliography Final Draft 20
Argumentative Paper Rough Draft 5
Argumentative Paper Peer Editing 5
Argumentative Paper Final Draft 20
Research Presentation 10

100
THE WRITING CENTER

The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions and recommendations about organization, paragraph development, grammar, documentation, etc.; however, tutors do not edit or proofread papers. To learn more about their services, visit the Writing Center’s website at http://www.angelo.edu/dept/writing_center/.

The Writing Center offers tutoring services through two methods:

- Traditional face-to-face tutoring: Face-to-face Writing Center sessions typically last approximately 15-20 minutes and focus on a section of a draft or a specified writing issue. Students who visit the Writing Center are assisted on a first come-first served basis. No appointment is necessary for face-to-face tutoring.

- E-submission of papers: Students can send writing questions via email to the Writing Center by completing and submitting the electronic draft submission cover sheet. In addition, they can email papers as attachments to writingcenter@angelo.edu. A tutor will respond to their questions and comment on drafts within 48 hours.

Location: Porter Henderson Library, third floor, Room C305

Fall and Spring Hours

Monday-Thursday: 10 a.m.–5 p.m.

Wednesday evening: 6–8 p.m.

Friday: 10 a.m.–noon

Saturday: Closed       Sunday: 1–4 p.m.