English 1301: English Composition

Instructor: Dr. Gabriela Serrano

Office: Academic Building 019 A

Office Phone: 486-6155

Office Hours: Mondays & Wednesdays: 11:00 a.m.-12:00 p.m., 1:00 p.m. – 2:00 p.m.
Tuesdays & Thursdays: 12:30 p.m. - 2:00 p.m.

Email: gserrano@angelo.edu

Open Door Policy
Students are welcomed and encouraged to visit me whenever they wish to discuss attendance, papers, grades, or issues related to this class. If students cannot come during my office hours, they may schedule an appointment or contact me via Skype. I will be logged on to Skype during my office hours, so feel free to contact me at the aforementioned Skype Profile during this time. If I am away for a few minutes or attending to a student, I will return your call promptly. The easiest and best way to contact me outside of my office hours is to e-mail me (gserrano@angelo.edu). I read my e-mail on a daily basis during weekdays and will reply promptly.

Student Learning Outcomes
Upon completing English 1301, students should:
1. understand the nature of the writing process and use all its phases in writing.
2. understand the principles of audience analysis and adapt language structure, and detail to the needs of specific readers.
3. understand basic prose structures and apply them on the sentence, paragraph, and essay level so that readers can easily understand the writer’s purpose and follow the progression of ideas.
4. generate sufficient and appropriate detail to convince readers of the validity of the thesis.
5. be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays.
6. write prose largely free of errors in grammar, diction, usage, and mechanics.

Course Objectives
Students will evaluate the course at the end of the semester. The major objectives I emphasize from the course evaluations are:
1. “Gaining a broader understanding and appreciation for literature”
2. “Developing skill in expressing oneself orally and in writing”
3. “Learning to analyze and critically evaluate ideas, arguments, and points of view”
Course Evaluation
Paper 1  20%
Paper 2  20%
Paper 3  20%
Cover Letter  10%
Reflection Paper  10%
Daily Assignments/ Participation  20%

Paper Format
Please follow the guidelines below when turning in final drafts:

❑ Use a Proper MLA style title
❑ Include peer-edited drafts
❑ Use a 12 point, Times New Roman font
❑ Use proper MLA style formatting for margins
❑ Use proper MLA style pagination
❑ Double space
❑ Spell check

*I will deduct points from papers that do not follow these guidelines*

Use of Technology
Students must upload all assignments on Blackboard as WORD documents or PDFs. I will not accept excuses for any technical difficulties students may have with their papers which include computers crashing, difficulty uploading papers, Blackboard shutting down, etc. Students need to make sure to give themselves enough time after finishing their assignments to manage these problems. **I will not accept any assignments via email.**

Absence Policy
Attend all class meetings because peers depend on a student’s regular attendance. If students fail to attend class, I will assign them a zero for the day. Keep in mind that daily grades cannot be made up, but I will drop the lowest daily grade at the end of the semester. Also, if students engage in the following disruptive behavior, I will deduct points from their daily grades:

1. Arrive more than 5 minutes late to class
2. Sleep during class
3. Use computers for anything other than class assignments (check email, Facebook, etc.
4. Using electronic devices, phones to text, listen to music, watch videos, etc.
5. Engage in other disruptive behavior, such as disrupting class discussion, answering phones during class, etc.

“No Drama Clause”:
I will drop the lowest weekly assignment grade at the end of the semester, and I will drop one letter grade per day a paper is late in case of illness, a death in the family, car trouble,
etc., but I do not want students to ask for special exceptions for such occurrences. Again, I drop the lowest weekly assignment grade and deduct 10 points per day a paper is late in case of an emergency.

Late Papers
Students must upload papers on not only the date specified in the syllabus and on Blackboard, but also the time. If students turn in their papers any later than the time specified on the syllabus and on Blackboard on the due date, I will automatically deduct five points. For each day that the paper is late, I will deduct ten points.

Departmental Policy on 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 contained in both print and web versions of the Student Handbook: http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf Failure to comply with the honor code will result in disciplinary action and a failing grade in this course.

I will assign a grade of “F” for the following violations:

I. Plagiarism “the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for credit” (Regents’ Rules and Regulations, Chapter VI, Section 5.32)

II. Cheating - this includes copying material from another member of the class, having someone in or outside of class complete an assignment or exam for you.

*Since about 90% of students who plagiarize use Wikipedia, I am not permitting students to use Wikipedia under any circumstance for this course. Wikipedia is not scholarly, accurate, and it is unreliable. Do not attempt to cite or consult Wikipedia for any class assignments, especially papers and exams.

Students with Special Needs
Persons with disabilities which may warrant academic accommodations must contact ASU’s Disability Services: http://www.angelo.edu/services/disability-services/
English 1301 Daily Schedule

Week One
Jan. 16  Course Introduction
        Course Policies
        Using Blackboard
        Uploading Assignments

Jan. 18  The Rhetorical Triangle
        The Evil Nature of the Five-Paragraph Essay
        Assign Paper One – Writing about Academic and Professional Goals

Week Two
Jan. 23  Lecture on Choosing Paper Topics
        Discuss Academic and Resources/Professional Opportunities at ASU
        Brainstorming

Jan. 25  Avoiding Plagiarism
        Collaborative Exercise

Week Three
Jan. 30  Writing an Outline and Introduction
        MLA Formatting for paper
        Collaborative Assignment on MLA formatting

Feb. 1   Reports on Academic and Professional Opportunities at ASU
        Sample Outline with Tentative Thesis

Week Four
Feb. 6   Writing a Thesis statement
        Final Thesis Statement for Approval

Feb. 8   Peer Editing (Bring one [PRINTED, DO NOT SIMPLY BRING YOUR
        LAPTOP OR PHONE] copy of rough draft)*Note, failure to bring a
        printed copy of draft will result in a zero for two daily grades, and you
        will be asked to leave the class if you are unprepared.

Week Five
Feb. 13  Paper 1 due
        Assign Paper 2 – Writing about Campus/Community Involvement
        Discuss Opportunities at ASU and Local Community
        Brainstorming

Feb. 15  Discuss Campus/Community Involvement
        Combining Short, Choppy Sentences
        Freewrite Using Four Types of Sentences
Week Six
Feb. 20  Reports on Campus/Community Involvement
        Integrating Sources
        Use three “I”s for a quotation
        Sign up for Conferences

Feb. 22  Conferences

Week Seven
Feb. 27  Conferences

Mar. 1   *Peer Editing Note, failure to bring a printed copy of draft will result in a zero for two daily grades, and you will be asked to leave the class if you are unprepared.*

Week Eight
Mar. 6   *Paper 2 due*
        Assign Paper 3 – Writing About Future Goals
        Freewrite

Mar. 8   Discuss Academic Advising, Organizing Class Schedule
        List of Courses for next three years

Spring Break March 12-16

Week Nine
Mar. 20  Discuss Potential Scholarships, Internships, Professional Opportunities
        Organization
        Outline and Final Thesis Statement for Approval

Mar. 22  Varying Writing Style
        Collaborative Exercise

Week Ten
Mar. 27  Integrating Sources
        Sample Works Cited Page

Mar. 29  *Peer Editing *Note, failure to bring a printed copy of draft will result in a zero for two daily grades, and you will be asked to leave the class if you are unprepared.*
**Week Eleven**
Apr. 3  **Paper 3 due**
Assign Cover Letter
Formatting a Business Letter

Apr. 5  Editing and Polishing
Edit Previous Introductions, Body Paragraphs

**Week Twelve**
Apr. 10  Editing and Polishing
Edit Previous Conclusions

Apr. 12  Transitioning Between Paragraphs
Discuss Potential Opportunities
Collaborative exercise on a Mission Statement
Sign up for Conference

**Week Thirteen**
Apr. 17  Conferences

Apr. 19  Conferences

**Week Fourteen**
Apr. 24  Writing a Business Letter
Sample Business Letter

Apr. 25  *Peer Editing)*Note, failure to bring a printed copy of draft will result in a zero for two daily grades, and you will be asked to leave the class if you are unprepared.

**Week Fifteen**
May 1  **Cover Letter Due**
Writing a Reflection Paper

May 3  Grammar Review
Questions about Reflection Paper

**Week Sixteen**
May 8  **Reflection Paper Due (Upload by 3:00 p.m. on Blackboard)**