English 1302, Writing Across the Curriculum

Course Contact Information
- Instructor: Katherine Garrison
- Office: A 019C
- E-Mail: katherine.garrison@angelo.edu
- Office Hours: F – 8:30 AM-10:30 AM
- Sections: 1302 section 370 – T/H – 12:30-1:45, Room A 013

Course Description
In this course, we will examine forms of writing, methods of inquiry, genres, stylistic conventions, and contexts relevant to your major or potential major. We will focus on how (not what) professionals and academics in your field communicate in writing.

Core Objectives and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library and credible Internet resources. Develop the ability to frame a rhetorical problem; engage in academic research processes; learn to read academic texts, synthesize relevant resources; analyze interrelationships between a text’s purposes, author, audience, content, structure and ideas; and organize their ideas in innovative patterns.</td>
</tr>
<tr>
<td>Communication</td>
<td>Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context; use relevant and appropriate content for academic audiences, medium, and message.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Work collaboratively with the instructor and peers to plan, draft, revise, and edit written work.</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>Identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and to evaluate possible consequences of their decisions.</td>
</tr>
</tbody>
</table>

Materials Required
- A computer, Internet, file storage, headphones or speakers, MS Office (Word and PowerPoint), Adobe Acrobat Reader, Blackboard, and email access. Free downloads here.
- Paper and a pencil or pen for each class.

Assignments

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Interview Plan</td>
</tr>
<tr>
<td>15</td>
<td>Profile of Professional Communication</td>
</tr>
<tr>
<td>10</td>
<td>Proposal to Create Writing Guide</td>
</tr>
<tr>
<td>10</td>
<td>Annotated Bibliography</td>
</tr>
<tr>
<td>25</td>
<td>Guide to Writing</td>
</tr>
<tr>
<td>10</td>
<td>Presentation</td>
</tr>
<tr>
<td>10</td>
<td>10 Quizzes (over readings, online materials, lectures, and assignment descriptions)</td>
</tr>
<tr>
<td>10</td>
<td>5 Workshops (50% completed rough drafts and 50% working in class with peers)</td>
</tr>
<tr>
<td>100</td>
<td>Total</td>
</tr>
</tbody>
</table>
Grading Policy
All major assignments are graded within two weeks of submission (I will announce exceptions). All assignments will be assessed a penalty of 10% per day late. This includes weekends and holidays. I will not give an Incomplete in this course. I may use any of your assignments as samples for future classes. Finally, students traveling to university-sponsored events or observing a religious holy day must submit their work before their absence and the due date.

- **A (90-100%)** The document is superior.
- **B (80-89%)** The document is good.
- **C (70-79%)** The document is adequate.
- **D (60-69%)** The document is disappointing.
- **F (0-59%)** The document is unsatisfactory.

Discussing Your Grades
I will not discuss your grades via email because FERPA requirements designed to protect the privacy of your records. This includes any progress reports that you may need me share with you. For questions, please refer to Blackboard information first. If you still have questions email me and I will respond to you through “Messages” in Blackboard or come see me in my office.

Class Behaviors
You will adhere to the standards set in the ASU Student Handbook. You will also behave with common courtesy (ex: be polite in your communications with me and other students, no eating, no sleeping, no checking social media or phones, no studying for tests during class, etc…). If your actions are disruptive or disrespectful, then I will ask you to stop and/or leave.

Attendance Policy
You can miss five classes without explanation. After five classes, you will lose 5% of your overall grade for each day missed. Once you miss 10 total classes, you will receive an "F" for the course. A few minutes after class begins, I will take attendance by passing around a sheet to sign. If you are not there when attendance is taken, then you will be considered tardy. It is your responsibility to sign the sheet prior to leaving so that you are not counted as absent.

- **Excused:** The only excused absences are university-sanctioned events or the observance of a religious holiday.
- **Tardies:** You are allowed two tardies. Any additional tardies will be considered absences.
- **Leaving Early:** If you leave class early for any reason, you will be counted absent.

Email Policy
Email is the best way to contact me other than an office visit. However, I will only check my emails during regular business hours (8 am-5 pm M-F). To ensure that I reply quickly to your emails, I expect the following: A clear subject line, including the course number “1302;” a clear message; and proper salutation and closing, including my name and your name

Academic Misconduct Policy
If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the Student Code of Conduct, then you will receive an automatic "0" on the assignment and be required to visit with me in my office. If you are caught a second time, you will fail the course,
and I will inform the department head, academic dean, and the Executive Director of Student Life for potential further disciplinary action.

**Accommodations**
If you have a disability and need a reasonable accommodations in class, contact the Student Affairs Office as soon as possible at 325-942-2047 or studentservices@angelo.edu. The office is located in the Houston Harte University Center, Suite 112. To receive any accommodation, you must be appropriately registered with Student Affairs first and you must notify me as soon as possible. Student Affairs works with students confidentially and does not disclose any disability-related information without their permission.

**Technical Support**
You can contact free technical support one of the following ways: by phone at 325-942-2911, by email at servicecenter@angelo.edu, by Web at http://www.angelo.edu/services/technology/. Any course content-related questions should be directed toward me.

**Outside Course Support**
- [Information Technology (IT)](http://www.angelo.edu/services/technology/) for help with email, Blackboard, and Ramport
- [Student Computer Access and Printing Services](http://www.angelo.edu/services/technology/) for computer lab resources
- [Library](http://www.angelo.edu/services/library) for help with conducting research
- [English Language Learners’ Institute](http://www.angelo.edu/services/technology/) for English as Second Language (ESL) students
- [Freshman College](http://www.angelo.edu/services/technology/) for academic success and tutoring
- [Disability Services](http://www.angelo.edu/services/technology/) for students with disabilities or impairments
- [ASU Writing Center](http://www.angelo.edu/services/technology/) for help with all writing assignments
- [Student Life](http://www.angelo.edu/services/technology/) for non-academic opportunities (student organizations)
- [Career Development](http://www.angelo.edu/services/technology/) for job opportunities on and off campus
Class Schedule
All assignments and homework will be due before the beginning of class on the dates listed below. All Major Assignments are due in Blackboard (no paper copies accepted during class). These Major Assignments are bolded in black below.

<table>
<thead>
<tr>
<th>Wk</th>
<th>Day</th>
<th>Section</th>
<th>Topics</th>
<th>Assignments and Homework Due</th>
</tr>
</thead>
</table>
| 1  | 1/16/2018 | Section 1: Major Exploration and Professional Interviews | Lecture 1:  
• Introduction to the Course | 1. Read the Course Syllabus                                                                 |
|    | 1/18/2018 |        | Lecture 2:  
• Choosing majors and careers  
• Genre and Style Guides  
• Quiz 1 | 1. Read Course Syllabus  
2. Read “The 10 Skills Employers Most Want,” Forbes - [click "continue to article" in the upper right-hand corner of the Forbes page]  
3. Watch “What to Do With Your Life,” Vlogbrothers  
| 2  | 1/23/2018 |        | Lecture 3:  
• Finding, Emailing, and Interviewing Professionals in your Field  
• Quiz 2 | 1. Read “Field Research: Conducting an Interview,” Purdue OWL  
2. Read "Doing Field Research," NFGW pages 463-466  
3. Read "Profiles," NFGW pages 224-234  
4. Read Interview Plan Assignment Description  
5. Read Profile Assignment Description |
|    | 1/25/2018 |        | Workshop 1 | 1. Bring a paper copy of your Rough Draft of Interview Plan to class. |
| 3  | 1/30/2018 | Section 2: Profiling Professionals | Lecture 4:  
• Profiling Professionals  
• Summarizing | 1. "Popular and Scholarly Sources: The Information Cycle," Pfau Library  
2. "This is the Simplest Way to Figure Out What You Should Do with Your Life," Time  
3. Watch "Peer Review in 3 Minutes." |
|    | 2/1/2018  |        | Lecture 5:  
• Writing Center Visitor  
• Academic, Professional, and Popular Writing  
• Quiz 3 | 1. "Guide to Peer Response," The Writing Place  
2. "When to Quote and When to Paraphrase," The Writing Commons  
3. "Living Simply in a Dumpster," NFGW pages 884-882  
| 4  | 2/6/2018  |        | Lecture 6:  
• Peer Response | 1. "Guide to Peer Response," The Writing Place  
2. "When to Quote and When to Paraphrase," The Writing Commons  
3. "Living Simply in a Dumpster," NFGW pages 884-882  
|    | 2/8/2018  |        | Lecture 7:  
• Quoting and Paraphrasing  
• Quiz 4 | 1. "Guide to Peer Response," The Writing Place  
2. "When to Quote and When to Paraphrase," The Writing Commons  
3. "Living Simply in a Dumpster," NFGW pages 884-882  
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Details/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/13/2018</td>
<td>Library Visit: Information Literacy</td>
<td>←For class, meet on the first floor of the Porter Henderson Library in the Information Literacy Corner (glass-walled room located just past the coffee bar).</td>
</tr>
<tr>
<td>2/15/2018</td>
<td>Workshop 2</td>
<td>1. Bring a paper copy of your Rough Draft of Profile of Professional Communication to class.</td>
</tr>
</tbody>
</table>
| 2/20/2018 | Section 3: Proposal | Lecture 8:  
• Proposals |
| 2/22/2018 |  | Lecture 9:  
• Exploring Your Major or Discipline of Interest  
• Quiz 5  
1. Read "Developing a Research Plan," pages 435-444  
2. Review the assignment description for your Guide to Writing  
3. Explore resources for your major (or discipline of interest) through the library (you may need to log in): [http://angelo.libguides.com/](http://angelo.libguides.com/)  
4. Watch "The Importance of Writing in Business." UIW WIC  
| 2/27/2018 |  | Lecture 10:  
• Incorporating Credible Sources |
| 3/1/2018 |  | Workshop 3  
| 3/6/2018 | Section 4: Annotated Bibliography | Lecture 11:  
• MLA, APA, and other Style Guides |
| 3/8/2018 |  | Lecture 12:  
• Guide to Writing and Annotated Bibliography  
• Quiz 6  
1. Read an annotated bibliography example called, "Global Warming," pages 190-191 of NFGW  
2. Read sample annotated bibliography examples from the Purdue Owl Web site  
3. Read "Wikipedia as a Site of Knowledge Production," pages 765-771  
4. Read the Guide to Writing Assignment Description |
| 3/13/2018 |  | Spring Break |
| 3/15/2018 |  | Spring Break |
| 3/20/2018 | Section 5: Guide to Writing | Lecture 13:  
• Guide to Writing Introduction  
1. Read PersuasionVSManipulation.pdf  
2. Watch this video on the Science of Persuasion |
| 3/22/2018 |  | Lecture 14:  
• Persuasion in Business Communication  
• Understanding Your Audience  
1. Read PersuasionVSManipulation.pdf  
2. Watch this video on the Science of Persuasion |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/27/2018</td>
<td>Quiz 7</td>
<td></td>
</tr>
<tr>
<td>3/29/2018</td>
<td>Lecture 15:</td>
<td>1. Last day to drop course is 4/2/2018</td>
</tr>
<tr>
<td></td>
<td>• Word Tutorial</td>
<td>2. Bring laptops, Chromebooks, etc. to class or take good notes</td>
</tr>
<tr>
<td></td>
<td>• Quiz 8</td>
<td></td>
</tr>
<tr>
<td>4/5/2018</td>
<td>Lecture 17:</td>
<td>1. Watch, &quot;Why Design Matters,&quot; The School of Life</td>
</tr>
<tr>
<td></td>
<td>• Visual Design</td>
<td>2. Watch, &quot;How to Write Better,&quot; PscychTruth</td>
</tr>
<tr>
<td></td>
<td>• Quiz 9</td>
<td>3. Read, &quot;Guiding Your Reader,&quot; pages 344-349 NFGW</td>
</tr>
<tr>
<td>4/10/2018</td>
<td>Workshop 4</td>
<td>1. First day to register for summer and fall classes is 4/11/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Bring a paper copy of your Rough Draft of Guide to Writing to class.</td>
</tr>
<tr>
<td>4/12/2018</td>
<td>Workshop 5</td>
<td></td>
</tr>
<tr>
<td>4/17/2018</td>
<td>Section 6: Presentation and Reflection</td>
<td>Guide to Writing</td>
</tr>
<tr>
<td></td>
<td>Lecture 18:</td>
<td>1. Bring your cell phones, laptops, or chrome books to class to fill out the IDEA student survey</td>
</tr>
<tr>
<td></td>
<td>• Presentations Introduction and IDEA Student Survey</td>
<td>2. Read “Giving Presentations,” page 625 of NFGW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Read/view presentation: <a href="#">How to Give an Awesome (PowerPoint) Presentation</a></td>
</tr>
<tr>
<td>4/19/2018</td>
<td>Lecture 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• PowerPoint Tutorial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Quiz 10</td>
<td></td>
</tr>
<tr>
<td>4/24/2018</td>
<td>Your Presentations (5-7 per day)</td>
<td>Presentation PowerPoint</td>
</tr>
<tr>
<td>4/26/2018</td>
<td>Your Presentations (5-7 per day)</td>
<td></td>
</tr>
<tr>
<td>5/1/2018</td>
<td>Your Presentations (5-7 per day)</td>
<td></td>
</tr>
<tr>
<td>5/3/2018</td>
<td>Your Presentations (5-7 per day)</td>
<td></td>
</tr>
<tr>
<td>5/10/2018</td>
<td>Final Exam time: 10:30 am-12:30 pm</td>
<td>TBA</td>
</tr>
</tbody>
</table>