English 1301: English Composition

Instructor: Dr. Gabriela Serrano

Office: Academic Building 019 A

Office Phone: 486-6155

Office Hours: Monday-Thursday, 2:00 p.m.-3:00 p.m., or by appointment

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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 I am away for a few minutes or attending to a student, I will return all calls 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  15%
Paper 2  20%
Paper 3  20%
Paper 4  10%
Grammar Final 10%
Daily Assignments 20%
Participation 5%

Paper Format
Please follow the guidelines below when turning in final drafts:
- Use a Proper MLA style title
- 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 daily 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 daily assignment grade and deduct 10 points per day a paper is late in case of an emergency.

![DRAMA](image)

**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.

**Participation**

Being punctual, professional, and courteous are essential qualities when preparing for a professional career. I will deduct points for tardiness, not being task-oriented (not using cell phones or other electronic devices during class, not being civil toward peers, etc.

**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](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.

**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/](http://www.angelo.edu/services/disability-services/)
English 1301 Daily Schedule
Schedule of Readings, Assignments, and Exams
(Tentative and Subject to Change)

Week One
June 4  Course Introduction
       Course Policies
       Using Blackboard
       Uploading Assignments

June 5  Assign Paper 1: Diagnostic Essay
       Avoiding Plagiarism
       Collaborative Exercise

June 6  Writing Myths
       Academic and Professional Writing

June 7  Rhetorical Approaches
       The Rhetorical Triangle
       The Evil Nature of the Five-Paragraph Essay

June 8  Conferences
       Paper 1: Diagnostic Essay Due

Week Two
June 11 Assign Paper 2 – Writing about Academic and Professional Goals
       Lecture on Choosing Paper Topics
       Discuss Academic and Resources/Professional Opportunities at ASU

June 12 Writing a Thesis statement
       Final Thesis Statement for Approval
       Brainstorming and Tentative Thesis

June 13 Writing an Outline and Introduction
       MLA Formatting for paper
       Collaborative Assignment on MLA formatting

June 14 Grammar Thursdays: Comma Usage
       Combining Short, Choppy Sentences
       Reports on Academic and Professional Opportunities at ASU
       Sample Outline and Final Thesis

June 15 Conferences
Paper 2 due by 11:45 a.m.: Writing About Academic/Professional Goals

Week Three

June 18  Assign Paper 3 – Writing about Campus/Community Involvement
         Discuss Opportunities at ASU and Local Community
         Brainstorming

June 19  Discuss Campus/Community Involvement
         Free write Using Four Types of Sentences

June 20  Reports on Campus/Community Involvement
         Integrating Sources
         Use three “I”s for a quotation

June 21  Grammar Thursdays: Common Grammatical Errors
         Organization
         Outline and Final Thesis Statement for Approval

June 22  Conferences
         Paper 3 due by 11:45 a.m.: Writing about Campus/Community Involvement

Week Four

June 25  Assign Paper 4: Cover Letter, Essay, or Statement of Purpose
         Discuss Potential Scholarships, Internships, Professional Opportunities

June 26  Formatting Professional Documents
         Editing Introductions, Body Paragraphs, Conclusions

June 27  Integrating Sources
         Works Cited Page
         Collaborative exercise on a Mission Statement

June 28  Grammar Thursdays: Varying Writing Style
         Transitioning Between Paragraphs
         Discuss Potential Opportunities

June 29  Conferences
         Paper 4 due by 11:45 a.m.: Cover Letter, Essay, or Statement of Purpose

Week Five

July 2   Grammar Review
July 3  Grammar Final due at 12:15 p.m.