

ENGLISH 1301T: English Composition

Online Course Fall 2021

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Office Hours: Monday-Thursday 11:00-12:00; Wednesday 1:00-2:00; other times by appointment

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COURSE OBJECTIVES:

English 1301T is required of students who are not TSI complete or exempt in English. English 1301T emphasizes the writing process and critical reading skills. This course offers substantial practice in the production of effective prose essays as well as the comprehension and analysis of selected readings. In-class activities are supplemented with practice in a software program designed to complement the class work. Successful completion of the course achieves two goals by 1) meeting the English TSI requirement and 2) providing credit for freshman composition, English 1301. English 1301T is a paired course. Upon successfully completing the course, students are TSI compliant and receive credit for English 1301.

DEVELOPMENTAL EDUCATION REQUIREMENTS:

State Mandated Placement

A student's placement in English 1301T is based on State of Texas requirements. Unless a student is exempt from meeting TSI (Texas State Initiative) standards, **state law requires that student to participate in a developmental activity** determined by the Department of English and Modern Languages if the student scores less than the minimum standard on the reading or writing sections of the TSI assessment. **A student required by state or university regulations to participate in a developmental education program must be continuously enrolled until that program is successfully completed. In other words, students CANNOT drop a developmental course.**

STUDENT LEARNING OUTCOMES:

Upon successful completion of the English 1301T course, students should

- Take notes routinely;
- Understand the nature of the writing process and use all of its phases in writing;
- Understand the principles of audience expectations and adapt language, structure, and detail to the needs of specific readers;
- Understand the 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;
- Generate sufficient and appropriate detail to convince readers of the validity of a thesis;
- Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays;
- Write prose largely free of errors in grammar, diction, usage, and mechanics;

- Demonstrate an improved ability to read and understand a text (essay prompt, article, essay);
- Demonstrate an improved ability to identify and paraphrase a thesis, main points, and major details from a reading; and
- Demonstrate an improved ability to use electronic environments for drafting, reviewing, revising, and editing texts.

REQUIRED SOFTWARE AND MATERIALS:

- Cengage MindTap online software – Cost for this program is approximately \$50. Instructions for purchasing the program will be provided.
- Blackboard
- ASU Email Account
- Microsoft Word

GRADING SCALE:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

ASSIGNMENT VALUES:

A student’s semester grade will be determined using the following percentages:

3 Essays (15% each) =	45%
2 Summaries (10% each) =	20%
Final Exam=	15%
MindTap =	10%
Quizzes, Daily Exercises	10%
Total	100%

***NOTE: Eligibility standards for the Exit Exam are meeting the attendance requirement, a score of 70 or above on ONE summary, a score of 70 or above on TWO essays, and completion of ALL essay and summary assignments.**

TECHNOLOGY:

Because this is an online course, having access to the necessary technology is critical to your success. You must have a Rampart account so that you can access Blackboard and your ASU email. Also, **YOU WILL COMPOSE ALL WRITTEN ASSIGNMENTS USING MICROSOFT WORD** (not Google Docs or any other word processing program). If your instructor cannot open your submitted document, it cannot be graded, and the assignment will be considered late until it is in a format that can be opened in Blackboard. If you do not currently have the Microsoft 365 suite on your computer, you can receive it FOR FREE by going to the ASU IT website. To do so, go to the following website and follow the instructions to “purchase” (for free) Office 365.

<https://www.angelo.edu/administrative-support/information-technology/support/purchasing/>

If you have any difficulties, please call IT at 325-942-2911.

ATTENDANCE:

This is an online course, and all material will be delivered asynchronously. That means that we will not meet virtually at a designated time. Instead, you are responsible for watching all weekly videos and completing all assignments on your own. **PAY CLOSE ATTENTION TO DEADLINES AND MANAGE YOUR TIME ACCORDINGLY.**

WRITTEN ASSIGNMENT POLICIES:

- The Weekly Assignment Sheets, which list assignments covered each week, are posted in Blackboard and will remain there all semester. You should make it a habit to look at these weekly assignment sheets daily.
- Only major writing assignments may be turned in late or made up. Blackboard quizzes cannot be turned in late or made up. If you miss a Blackboard quiz, a grade of zero will be recorded for that quiz.
- Be sure to follow specific directions when submitting work in Blackboard. Be especially aware of due dates and deadlines.
- Ten points will be deducted from the grade of any writing assignment each day it is late. After one week, the late writing assignment will receive a grade of zero.
- For assignments that consist of multiple steps, you must complete all steps of the process. Ten points will be deducted if any step of the process is missing.

MINDTAP SOFTWARE ASSIGNMENT POLICIES:

- For most MindTap work that is assigned as lab work and/or homework, students are given a week to complete the assignments.
- For this reason, **NO DEADLINE EXTENSIONS** for MindTap assignments are given.
- If any technical difficulties are encountered, it is the responsibility of the student to contact Cengage for assistance. The number for Cengage is 1-800-354-9706.
- Students are **STRONGLY** encouraged to begin MindTap assignments early in the week, rather than waiting until the last hour of the final day before they are due.

THE WRITING CENTER:

Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1301T, students will rely on the instructors, their peers, and the tutors in the Writing Center, an academic support service available to all students at ASU. The tutors provide assistance at any stage of the writing process; however, tutors **DO NOT** complete a student's work, and they **DO NOT** proofread a student's work. Tutors teach students how to effectively revise their own writing. Students should plan to electronically submit work to the Center frequently throughout the writing process for each writing assignment. To electronically submit a draft to the Writing Center, go to this website: <https://www.angelo.edu/current-students/writing-center/>. Then, click on "Submit an Electronic Draft for Review" and follow the instructions to complete this process.

STUDENT RESPONSIBILITIES:

Online courses require a significant amount of discipline and responsibility. ***First, it is paramount that you watch all videos posted in Blackboard in a timely manner so that you have sufficient time to complete the assignments by the deadline.*** We will cover course material at a rapid pace, and your success in this course hinges on your ability to keep up with the work. Be prepared to spend several hours each week preparing assignments for this course. ***Another primary factor that will determine your success in this course is your participation in online peer review activities,*** which provide valuable opportunities to share ideas with peers about writing and provide and receive feedback. ***Finally, ask questions when you have***

them. You may either email me, or we can arrange to have a virtual conference through Blackboard collaborate. To join a meeting in Blackboard Collaborate, click on the Join Virtual Conference Here tab in Blackboard. Then, select the name of the course and click on Join Course Room. You will then need to turn on your camera and microphone. I will meet you in the “room” at the designated time. If you are a local student, we can arrange to meet in person during my office hours or by appointment.

CONTACTING ME:

I check my email regularly on weekdays and will usually provide a quick response. However, do not expect a response if you email me late in the evening. Keep in mind that we are in a professional and academic environment. Therefore, you should use complete sentences with correct punctuation and spelling when you email me. Maintain a professional and courteous tone throughout the email. ***Also, be aware that I legally cannot communicate with your parents or guardians regarding your performance in this class.***

CONTACTING YOU:

I will only email you using your ASU-assigned email. Also, I frequently make announcements for the entire class through Blackboard. If you do not already have it, download the Blackboard App to make receiving these messages more convenient.

ASU ACADEMIC HONOR CODE:

Academic integrity is taking responsibility for one’s own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Adhering to the standards of academic integrity ensures grades are earned honestly. **Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.**

Students must understand the principles of academic integrity and abide by them in all classes and/or course work at the University. Academic Misconduct violations are outlined in Part I, section B.1 of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

DISABILITIES:

Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation. **Persons with disabilities that may warrant academic accommodations must contact the Student Affairs Office, Suite 112 in the Houston Harte University Center, in order to request such accommodations prior to any being implemented. Students are encouraged to make this request early in the semester so that appropriate arrangements can be made.**

ABSENCE FOR RELIGIOUS HOLY DAYS:

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 a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

POLICIES AND PROCEDURES PURSUANT TO TITLE IX:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center* at 325-942-2173 or the *ASU Crisis Helpline* at 325-486-6345. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Course Syllabus

Note: This document lists topics covered each week. For a more detailed explanation of in-class activities and homework assignments, see the daily assignment sheets posted in Blackboard before each class.

Week 1:

- Course Policies and Procedures
- Diagnostic Essay
- Purchase Cengage MindTap
- Email Assignment
- Selected MindTap Exercises

Week 2:

- Critical Reading
- Marginal Annotations in a Text
- Summary Writing
- Paraphrasing
- Using Transitional Words and Phrases
- MLA Document Format
- Selected MindTap Exercises

Week 3:

- Summary 1 Article Critical Reading
- Summary 1 Reading Guide
- Summary 1 First Draft
- Selected MindTap Exercises

Week 4:

- How to be an Effective Peer Editor
- Summary 1 Global and Local Peer Review
- Summary 1 Final Draft
- Summary 2 Article Critical Reading
- Summary 2 Reading Guide
- Summary 1 Corrections
- Selected MindTap Exercises

Week 5:

- Summary 2 Global and Local Peer Review
- Summary 2 Final Draft
- Selected MindTap Exercises

Week 6:

- The Writing Process
- Thesis Statements
- Body Paragraph Structure
- Essay 1 Article Critical Reading

Essay 1 Assignment
Brainstorming
Freewriting
Selected MindTap Exercises

Week 7:

Body Paragraph Graphic Organizer
Essay 1 Body Paragraphs
Peer Review Body Paragraphs
Introductions
Conclusions
Essay 1 First Draft
Selected MindTap Exercises

Week 8:

Instructor Feedback on Draft
Global Peer Review
Essay 1 Second Draft
Selected MindTap Exercises

Week 9:

Local Peer Editing
Writing Center
Essay 1 Final Draft
Essay 1 Reflection
Selected MindTap Exercises

Week 10:

Argument Analysis Discussion and Assignments
Source Reliability
Selected MindTap Exercises

Week 11:

Essay 2 Article Critical Reading
Essay 2 Assignment
Brainstorming
Freewriting
Body Paragraph Graphic Organizer
Selected MindTap Exercises

Week 12:

Quotation Integration
Review Essay Organization
Essay 1 Corrections
Essay 2 First Draft
Individual Conferences
Selected MindTap Exercises

Week 13:

Global Peer Review
Essay 2 Second Draft
Local Peer Editing
Writing Center
Essay 2 Final Draft
Essay 2 Reflection
Selected MindTap Exercises

Week 14:

Essay 3 Assignment

Week 15:

Course Evaluation
Eligibility Notifications

Week 16:

Exit Exam Summary
Exit Exam Essay