

# English 1301T: English Composition

Fall 2021

---

Monday, Wednesday, Friday

1301.T10 8:00 – 9:45

1301.T20 11:00 – 12:45

1301.T01 1:00 – 2:35

All sections meet on M/W/F in Academic 033. Pay close attention to the course calendar and announcements on Blackboard for any deviations to this schedule.

---

Mrs. Marcie Puckitt

Office: Library 324 (Writing Center – 3<sup>rd</sup> Floor of the Library)

Office Hours: Monday, Wednesday, Friday 10:00-11:00

Thursday 9:30-11:30

Or by appointment

Email: [marcie.puckitt@angelo.edu](mailto:marcie.puckitt@angelo.edu)

---

## ***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

**NOTE: ACCESS TO THE ONLINE SOFTWARE WILL BE PURCHASED IN CLASS.**

- A 1" binder in which you should keep all hard copies of drafts
- 5 dividers
- A USB (thumb drive)
- Highlighters

## **ATTENDANCE:**

**Excessive absences (more than SIX absences FOR ANY REASON) will cause a student to become ineligible to receive a passing grade in the class.**

- You are expected to attend all classes unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond your control.
- If you become ill or must attend to a family emergency (illness, hospitalization, death), you should immediately contact the Office of Student Affairs. The only means of getting an absence is excused is to contact the Office of Student Affairs, who will then email all your professors. You can email them at [studentaffairs@angelo.edu](mailto:studentaffairs@angelo.edu) or call them at 325-942-2047.** It is your responsibility to stay in touch with instructors in order to keep up with the work.
- IF YOU ARE NOT FEELING WELL OR BELIEVE THAT YOU HAVE BEEN EXPOSED TO COVID-19, DO NOT COME TO CLASS AND IMMEDIATELY NOTIFY THE CAMPUS HEALTH CLINIC.**
- If you test positive for COVID-19, the Office of Student Affairs will contact your professors and notify them that you will be in quarantine. While in quarantine, you are still expected to complete your assignments.
- If you are healthy, you should attend class. There will be no virtual option for this class unless specified by the Office of Student Affairs.
- If you are absent, it is your responsibility to check the syllabus and make up the work missed BEFORE the next class meeting so that the completed

homework can be brought to the next class meeting. In addition, all class lectures will be recorded and posted in Blackboard so that you can watch everything that occurred in class.

- ❑ If you are aware of an absence that will occur, it is your responsibility to contact the professors in advance and to complete assigned work by an agreed-upon deadline.

**The following circumstances may also result in an absence:**

- ❑ Being unprepared for class activities. Because this is a student-centered class that relies heavily on collaborative learning, adequate preparation is essential. Should you attend class unprepared, you will not be able to participate in activities planned for that day and will be counted absent. You must complete all assignments when they are due.
- ❑ Removal from class for inappropriate classroom behavior, including, but not limited to: cell phone use, texting, or sleeping.
- ❑ Being excessively late to class (ten or more minutes).

***ASSIGNMENT POLICIES:***

**Course Syllabus:**

- The course syllabus, which lists assignments covered in class as well as homework assignments, is posted in Blackboard and will remain there all semester. If you are absent, you should access the course syllabus before contacting another student or the instructor. You are expected to complete all assignments, even if you are absent.

**Written Work:**

- You should save all assignments on a USB drive and/or the student P drive. In addition, **you are required to use Microsoft Word.** You will submit all assignments through Blackboard, and your instructor will electronically grade your work. 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 have Microsoft Office Suite on your computer, you can contact IT at 325-942-2911 or <https://www.angelo.edu/services/technology/support/purchasing/> to download Office 365 at no charge to you.
- Be sure to follow the instructor's specific directions when submitting work in Blackboard. Be especially aware of due dates and deadlines.
- ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 1301T. Access to Blackboard is also available in all campus computer labs and to anyone who has a personal computer that is Internet capable. Computer labs can be found in the following areas:  
Library Learning Commons  
Math/Computer Science Lab—Room 111, MCS Building

Operating hours are posted in each lab and are also available online at: [http://www.angelo.edu/services/technology/labs/computer\\_access.php](http://www.angelo.edu/services/technology/labs/computer_access.php)

To use the computer labs on campus and to access the computer programs used in class, students must have a University computer access account. Students are usually issued an ASU email and a computer access account when they register. Students who do not have an account must take their ASU Student ID or receipt for classes of the current semester to the Math/Computer Science Lab. **All students must have their computer access account by the second day of class.**

- Only major writing assignments may be turned in late or made up. Daily classwork and quizzes completed during class time cannot be turned in late or

made up. Work submitted late due to illness or emergency circumstances may be submitted without penalty, but you need to make these arrangements with your instructor.

- If you are absent during a peer editing workshop, you will self-revise your work.
- For each major writing assignment, you are required to complete all prewriting exercises, drafts, and peer editing activities. Ten percent of the final grade will be deducted from any writing assignment grade for which steps in the writing process are missing.
- Ten percent will be deducted from the grade of any writing assignment for each day that it is submitted after the due date and time. After one week, the late writing assignment will receive a grade of zero.

### ***MINDTAP SOFTWARE ASSIGNMENTS:***

- 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.

### ***CLASSROOM POLICIES:***

The Department of English and Modern Languages has established the following rules for the computer classroom:

- ❑ **Food, drinks, and tobacco products are prohibited.** Please leave all food and drink outside the room.
- ❑ Be aware that “a person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution” (Penal Code: Title 9, Ch. 43, Subch. B, Sec.22).
- ❑ Authorized software and websites can be found on the Start/Programs menu, on the desktop, and/or on the approved website used for the class. Use of unauthorized software and/or websites is prohibited.
- ❑ You may leave the classroom to make or receive an emergency phone call or to use the restroom. You do not need to ask permission to leave the classroom.
- ❑ Exit all programs and log off before leaving class.
- ❑ Retrieve USBs from the computer.

### ***STATEMENT ON COVID 19:***

The situation and policies concerning Covid-19 may change as the semester progresses. Students should keep updated about protocols and policies. The Covid-19 Update Page is <https://www.angelo.edu/covid-19/>.

### ***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. You will likely be required to consult the Writing Center at least once during the semester, although you are encouraged to do for each assignment.

Although the Center has a physical location on the third floor of the Porter Henderson Library in Room 305C, for your safety and the tutors' safety, I recommend that you use the Electronic Submission and the Virtual Tutoring options. Instructions for using these services are on the Writing Center website at [https://www.angelo.edu/dept/writing\\_center/](https://www.angelo.edu/dept/writing_center/).

If you would prefer to meet with a tutor in a face-to-face session, the hours of operation for the Writing Center are as follows:

10:00 - 5:00 Monday – Thursday  
10:00 - 12:00 Friday  
6:00 - 8:00 Wednesday evening  
1:00 - 4:00 Sunday afternoon

### **GRADES:**

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

3 Essays (15% each) =	45%
2 Summaries (10% each) =	20%
MindTap =	10%
Quizzes and Other Classwork =	10%
<u>*Exit Exam (if grade requirements are met)=</u>	<u>15%</u>
Total	100%

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

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and Below	F

### **YOUR RESPONSIBILITIES:**

First, it is paramount that you attend class, consult the course syllabus posted in Blackboard, view all assigned instructional videos, and carefully read other supplemental material such as handouts, articles, and PowerPoint presentations. We will primarily use class time to work on assignments while I am there to address your questions, so you will be required to do some preparation work outside of class. Another primary factor that will determine your success in this

course is your willingness to ask questions as they arise. I check email regularly throughout the day and reply to emails as promptly as I can. However, if you email after 5:00 P.M., I will likely not respond until the following day. Also, if you email me on a weekend, I will probably not respond until Monday. Because this course centers around numerous and frequent reading and writing assignments, be prepared to spend several days each week preparing these assignments.

### ***EMAIL ETIQUETTE:***

When questions about course assignments occur outside of a professor's office hours or the scheduled class sessions, students are encouraged to email the professors for assistance. Because professors receive many emails each day, it is important that a student's email messages attend to some basic conventions of electronic communication. For example, emails should contain a helpful subject line. They should begin with a salutation, such as "Dear Mrs. Puckitt" or "Hi, Mrs. Puckitt." They should end with the student's full name along with the name and section number of the course. Finally, students should attempt to use properly punctuated and complete sentences in their emails. Messages don't have to be perfectly edited, but your instructor will not respond to carelessly written messages littered with typographical errors.

### ***CONTACTING ME:***

As I previously mentioned, I check my email frequently and am generally able to respond to questions promptly. Keep in mind that we are in a professional and academic environment. Please maintain a professional and courteous tone throughout the email. Also, I CANNOT COMMUNICATE WITH PARENTS OR GUARDIANS REGARDING YOUR PERFORMANCE IN THE CLASS ACCORDING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) UNLESS YOU HAVE SIGNED A WAIVER.

### ***CONTACTING YOU:***

You are required to check Blackboard and your email regularly in order to stay updated on matters related to this class. I will only email you using your ASU-assigned email. I also use the "Announcements" feature in Blackboard to efficiently deliver information to the entire class. If you do not already have it, download the Blackboard App to make receiving messages and checking your grades convenient.

### ***ELECTRONIC DEVICES:***

As a courtesy to classmates and your instructor, **students must turn off all electronic devices during class. Do NOT use ear buds or headphones in class unless specifically allowed to do so for work on a specific project determined by the instructor.**

### ***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](mailto:michelle.boone@angelo.edu)

**You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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](http://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 monthly calendar. The monthly calendar will be continually updated online and posted in our Blackboard course.

### Week 1:

- Course Policies and Procedures
- Portfolio Instructions
- Blackboard Orientation
- Diagnostic Essay
- Purchase Cengage MindTap
- Selected MindTap Exercises

### Week 2:

- Critical Reading
- Marginal Annotations in a Text
- Email Assignment
- 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
- How to be an Effective Peer Editor
- Selected MindTap Exercises

### Week 4:

- Summary 1 Global and Local Peer Review
- Summary 1 Final Draft

Summary 1 Corrections  
Selected MindTap Exercises

Week 5:

Summary 2 Article Critical Reading  
Summary 2 Reading Guide  
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:

Individual Conferences  
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

Complete Essay 3 In Class

Week 15:

Final Exam Review  
Course Evaluation  
Eligibility Notification

Week 16:

Final Exam Summary  
Final Exam Essay Preparation

Final Exam Schedule

1301.T10 – Monday, December 6<sup>th</sup> 8:00 – 10:00am  
1301.T20 – Wednesday, December 8<sup>th</sup> 10:30 – 12:30pm  
1301.T01 – Wednesday, December 8<sup>th</sup> 1:00 – 3:00pm

## AUGUST

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<b>22</b>	<b>23</b> First day of class - Introduction - Course Description and Syllabus - Get to know each other	<b>24</b>	<b>25</b> - Review CD - Purchase MindTap - Work on Diagnostic Essay in class	<b>26</b> <b>Diagnostic Essay due by 11:59pm to Blackboard</b>  <b>Course Description Quiz due by 11:59pm</b>	<b>27</b> <u>Blackboard Assignment – Class will not meet in person.</u>	<b>28</b>
<b>29</b> <b>Critical Reading Strategies Quiz due by 11:59pm</b>  <b>Weekly MindTap exercises due by 11:59pm</b>	<b>30</b> <b>Bring all supplies, including binders and dividers.</b> - Boundary Errors -Critical Reading Strategies discussion and example	<b>31</b>	<b>1</b> - Group Critical Reading practice -Email Assignment	<b>2</b> - <b>Email Assignment due by 11:59pm</b>	<b>3</b> - Introduction to Summary Writing -Boundary Errors practice	<b>4</b>

## SEPTEMBER

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<p><b>5</b></p> <p><b>Summary Writing Quiz due by 11:59pm</b></p> <p><b>Weekly MindTap exercises due by 11:59pm</b></p>	<p><b>6</b></p> <p><b>Labor Day</b> <b>No Class!</b> <b>No Assignments due!</b></p>	<p><b>7</b></p>	<p><b>8</b></p> <p>-Summary Writing Discussion continued - Class Practice Summary</p>	<p><b>9</b></p>	<p><b>10</b></p> <p><b>Critical Reading for Summary 1 due</b> -Summary 1 Prompt discussion -Summary 1 Reading Guide -Discuss peer review/editing process</p>	<p><b>11</b></p>
<p><b>12</b></p> <p><b>Weekly MindTap exercises due by 11:59pm</b></p>	<p><b>13</b></p> <p>- Reading Guide due - S1D1 due (hardcopy and electronically) -Global WS over Summary 1 -Instructor feedback</p>	<p><b>14</b></p>	<p><b>15</b></p> <p><u>Blackboard Assignment – Class will not meet in person.</u></p>	<p><b>16</b></p>	<p><b>17</b></p> <p><b>S1D2 due (hardcopy and electronically)</b> -Local WS over Summary 1 -Instructor feedback</p>	<p><b>18</b></p>
<p><b>19</b></p> <p><b><u>Summary 1 final draft (S1FD) due to Blackboard by 11:59pm</u></b></p> <p><b>Weekly MindTap exercises due by 11:59pm</b></p>	<p><b>20</b></p> <p><b>Critical Reading for Summary 2 due</b> -Summary 2 Prompt Discussion -Summary 2 Reading Guide</p>	<p><b>21</b></p>	<p><b>22</b></p> <p>-Reading Guide due -S2D1 due (hardcopy and electronically) -Global WS over Summary 2 -Grammar exercise TBD</p>	<p><b>23</b></p>	<p><b>24</b></p> <p><b>S2D2 due (electronically only)</b> -Local WS over Summary 2 -Discuss instructor feedback over Summary 1</p>	<p><b>25</b></p>
<p><b>26</b></p> <p><b><u>Summary 2 final draft (S2FD) due to Blackboard by 11:59pm</u></b></p> <p><b>Weekly MindTap exercises due by 11:59pm</b></p>	<p><b>27</b></p> <p>- The Writing Process -Introduction to Essay Structure</p>	<p><b>28</b></p> <p><b>Prewriting Techniques Quiz due by 11:59pm</b></p>	<p><b>29</b></p> <p><b>Critical Reading for Essay 1 due</b> -Essay 1 Prompt -Prewriting Techniques</p>	<p><b>30</b></p>	<p><b>1</b></p> <p>-Thesis Statements and Topic Sentences</p>	

