



English 1301T: English Composition

Meeting Days/Times for T80:
Location: A035

MWF 8:00 AM-9:50 AM

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**Instructor:** Ms. Judith Gonzalez  
**E-mail:** [jgonzalez41@angelo.edu](mailto:jgonzalez41@angelo.edu)  
**Phone:** 325-486-6157

**Office:** Academic Building, Room 002  
**Office Hours:** MW: 10 AM- 12 PM;  
TR: 11 AM- 12 PM or by appointment (virtual or  
in person—mask required)

## **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.***

### **Goals and Outcomes of English 1301T**

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.

### **Student Outcomes**

To successfully complete an English 1301T course, students should develop the skills to:

- Take notes routinely;
- Understand the nature of the writing process and use all of its phases;
- Understand the principles of audience and adapt language, structure, and detail to the needs of specific readers;
- Understand basic prose structures and apply them on the sentence, paragraph, and essay levels 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.

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## ASU Core Curriculum Objectives for English 1301 and Related Course Assessments

### Core Objectives

- **Critical Thinking**
  - Students will learn to employ problem-solving strategies (such as inquiring about an issue, comprehending consequences, and analyzing and synthesizing information) to generate positions and arguments and to examine basic principles of information to support a thesis.
  - Students will learn to comprehend, analyze, synthesize, and evaluate their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question. This will be demonstrated through students writing analyses and evaluative pieces
- **Communication**
  - Students will learn to take into consideration audience, context, purpose, conventions, and circumstances relevant to written communication; use relevant and appropriate content for the specific rhetorical situation in order to express their position(s) effectively in writing. This will be demonstrated through students composing a variety of genres for different contexts.
- **Teamwork**
  - Student will learn to work individually and collectively toward a shared purpose or goal with the members of a team, creating and evaluating their peers' drafts. This will be demonstrated through peer review
- **Personal Responsibility**
  - Students will learn to identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making, as well as recognize and evaluate possible consequences of their decisions. This will be demonstrated through a series of reflective essays.

### **Required Texts and Materials:**

- Cengage MindTap online software. *NOTE: ACCESS TO THE ONLINE SOFTWARE WILL BE PURCHASED IN CLASS.*
- A folder or notebook in which you should keep all hard copies of drafts
- USB/ something to store course material

### **Computer Requirements**

#### ***Access to Blackboard***

I will use several Blackboard tools to teach this class throughout the semester. You can access Blackboard at <https://blackboard.angelo.edu>. To log in, you'll need your Ramport ID and password. In addition to participating in some online discussions via this site, I will post the syllabus, writing assignments, grading standards, and additional readings. Moreover, you will submit **all** reading and **all** writing assignments through Blackboard. In order to make sure everyone is familiar with using Blackboard tools, I will provide a brief tutorial illustrating how to use them the first day or week of class.

#### **Microsoft Word**

For all electronic submissions, you must save drafts in MS Word. If you submit your draft in a different format, I will be unable to open and grade your file. If you submit your draft in a format that is not compatible with MS Word, you will receive a zero.

#### **Adobe Acrobat Reader**

You will need to obtain Adobe Acrobat Reader (which can be downloaded free from the internet), as you will use Acrobat Reader to access some documents on Blackboard.

## Technical Support

If you are having technical problems with Blackboard, you can contact free technical support one of the following ways:

**Phone:** 325-942-2911

**Web Address:** <http://www.angelo.edu/services/technology/>

**\*\*\*Any course content-related questions should be directed toward me.**

## Attendance Policy/Tardiness Policy

This class adheres to an attendance policy that allows for 6 unexcused absences. After a student has accumulated more than 6 unexcused absences, the student cannot pass the course. For an absence to be excused students must provide documentation in a timely fashion testifying to their legitimate absence such as a doctor's note or notice from ASU Student Affairs.

In addition to attending class, please make sure to make it to class on time. Tardies, like absences, will be recorded. Once a student accumulates 3 tardies, they will receive an absence—3 tardies = 1 absences.

**\*\*\* 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,
- Stepping out of the classroom or leaving the classroom early for a significant portion of class will result in either a tardy or an absence. If you must leave early or step out for an extended period of time, please let me know ahead of time to avoid the repercussions listed above.

## Observances of Religious Holidays

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#) for more information.

## Conferences

One to two times this semester, I will require you to conference with me about major writing assignments. This meeting gives us the opportunity to have focused, one-on-one discussions regarding your writing. I will announce the conference schedule at least a week prior to the conferencing period, and you will sign up for a day/time you are available to meet. All conferences will be held virtually through Blackboard Collaborate. Be sure to record your conference appointment and attend on time. If you cannot make your time, notify me at least 24 hours prior to your appointment so that you can reschedule.

## COVID-Related Policies and Protocol

For information regarding COVID-19, please reference the university COVID-19 page: <https://www.angelo.edu/covid-19/>. Because of the uncertainty surrounding the virus, policies and protocols are subject to change as the semester progresses. Therefore, students are encouraged to keep updated on the policies and protocols surrounding COVID-19. Each class period, I will verify you have completed your daily Wellness screening. Please have that information visible as you enter the classroom.

Should any change to the syllabus and course become necessary, I will make sure to inform you as soon as possible either through Blackboard and/or e-mail. Please make sure to check Blackboard and your e-mails daily and frequently. It is your responsibility to keep up with any updates regarding this course.

## General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)

## Classroom Decorum

- **Show Respect:** You will be expected to be courteous and behave appropriately at all times in the class including treating your fellow classmates with respect.
- **Food and Drink:** No food or drinks are allowed in the classroom.

## Attending Remotely:

- **Show Respect:** You will also be expected to be courteous and behave appropriately at all times in the class, including treating your fellow classmates with respect.

## Analog and Digital Modes

Class instruction will consist of both analog modes (turning away from and turning off computer screens and participating in class discussion, listening to lecture, and taking written notes) and digital modes (using desktop computers to access materials and engage in course-related activities **only**). ***I will make it clear which modes we will be operating in within each class period.***

## Computer Classroom

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

- 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.
- Exit all programs and log off before leaving class. Good or bad, any work done with your username will be credited to you.
- Retrieve your USB from the computer.

## Electronic Device Policy:

In my class, you are only allowed to use certain electronic devices under specific circumstances. The policy for various devices is outlined below:

- **Headphones/Pods:** Using your phone to listen to music during class is **never** allowed. Please remove your headphones and put them away before class begins.
- **Cellphones:** During class, you are not available to answer calls or send/receive text messages. If you are expecting an important call that you must take, inform me before class, and I will allow you to step out into the hallway and take the call.
- You may use a tablet or laptop to access course material [course-related files downloaded from Blackboard, and/or to take class notes] only.

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### Writing Assignments

#### Daily Assignment Sheet:

A weekly assignment sheet, which lists assignments covered in class as well as homework assignments, is posted in Blackboard at the start of each week. In addition, you will be responsible for printing a hard copy of this document at the beginning of each week and keep it in the folder you have designated for each class. If you are absent, you should access the weekly assignment sheet before contacting another student or the instructor. You are expected to complete all assignments, even if you are absent.

#### Writing Assignment Submission

- You will be turning all major and minor assignments online through Blackboard.
- Within the prompt for all major and minor writing assignments, I will specify the format you should use (font style/size, margins, page number placement, etc.).
- Once again, for online submissions, you must turn in your assignments in MS Word files. Part of turning in an assignment is not just completing it—it is also submitting it in the required format. If you turn in an online assignment in a file not compatible with MS Word, it is up to my discretion to determine if I will allow you to turn in the assignment in the correct format.
- **YOU MAY NOT TURN IN MATERIAL THAT YOU HAVE WRITTEN FOR OTHER CLASSES** (even if you have taken this same class before).
- All assignments submitted online will be submitted through the Blackboard “Assignment Submissions” tab. These assignments **MUST** be submitted in a Microsoft Word file. It is your responsibility to make sure I can access your work. If I cannot access your work, I cannot grade it, and therefore, you will receive a zero. It does not matter if you turned it in on time. If I cannot see your work, then I have no way of knowing whether you did in fact complete the assignment.
- Eligibility requirements for the Exit Exam include earning a score of 70 or above on one summary, earning a score of 70 or above on two essays, and successful submission of all final drafts of summary and essay assignments. If you don’t meet these requirements, you won’t be eligible to take the Exit Exam, and your Exit Exam grade will be zero.

#### Late Work

Typically, I do not accept late work. However, because of the circumstances, and possible issues of accessibility, I will be more flexible in terms of **major** due dates. This does not mean that you can turn in work whenever you want. ***You must still turn in all assignments by the designated due dates.*** If you need more time because you have an emergency of some sort or have issues related to access **you MUST contact me as soon as possible**, and I will work with you. ***Be advised, if you miss a deadline and fail to contact me prior, especially for a major assignment, it will be up to my discretion whether I allow you to submit your assignment.***

Daily classwork and quizzes completed during class time cannot be turned in late or made up.

As mentioned, you will be turning in all work online through Blackboard. I will provide an assignment submission link for each assignment. Be advised that **submission links will disappear** sometime after the assignment due date and time. Once the submission links disappear you will be unable to turn in your assignment unless you contact me and arrange an alternate way to turn in your assignment. Again, it is up to me whether I allow you to submit your assignment late or not-- it will all depend on the circumstances that rendered you unable to turn in your work on time.

**\*\*\*YOU MAY NOT E-MAIL ME ANY ASSIGNMENTS WITHOUT MY PERMISSION. If you do, I will NOT grade them. All assignments must be submitted through Blackboard.**

**\*\*\*If you submit a major assignment more than 3 days late and you fail to contact me about it, you will receive an automatic zero.**

**MindTap Software Assignments:**

- You will work on selected MindTap exercises in class.
- If you are absent or you do not finish the MindTap exercises in class, they are always due the Sunday of the week they are assigned at 11:59 P.M. That leaves you plenty of time to complete the assignments. Therefore, ***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

**Participation**

Participation will constitute 15 percent of your final grade. I factor in the following when determining your participation grade: reading quizzes, graded Blackboard discussion postings, graded in-class group work, and graded homework assignments.

**Peer Review**

Though classes are meeting face-to face, peer review sessions will be held entirely online through blackboard. I will provide more specifics as we get closer to this the first peer review session of the semester.

**Using Student Writing in the Classroom**

I often bring student writing or Blackboard postings into the classroom for discussion or workshops. I do this because you can learn things from your colleagues' writing that are hard to learn from any other source. This means that each student might have his or her writing (anonymously) discussed by the whole class at some point. If you turn something in to me that you do not want me to share with others, please let me know *when you turn it in*. If you have concerns about this, please let me know.

**Class Cancellations**

In the event that I must cancel class and/or office hours, I will notify all classes through Blackboard and e-mail. Please make sure to check your Blackboard and E-mail consistently.

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## Grade Determination:

Your semester grade will be determined as follows:

### Percentage Allocation

| Assignment                                     | Percentage |
|------------------------------------------------|------------|
| Exit Exam (if all requirements are met)        | 15%        |
| Summaries (10 % each)                          | 20%        |
| Essays (45% each)                              | 45%        |
| MindTap                                        | 10%        |
| Participation (daily quizzes, classwork, etc.) | 10%        |

### Grade Determination

| Course Grade | Percentage    |
|--------------|---------------|
| A            | 90-100%       |
| B            | 80-89%        |
| C            | 70-79%        |
| D            | 60-69%        |
| F            | 59% and below |

Grading standards for individual writing assignments will be distributed as separate handouts.

### \*ELIGIBILITY REQUIREMENTS FOR EXIT EXAM

Eligibility requirements for the Exit Exam include meeting this class's attendance requirements, earning a score of 70 or above on one summary, earning a score of 70 or above on two essays, and successful submission of all final drafts of summary and essay assignments. If you don't meet these requirements, you won't be eligible to take the Exit Exam, and your Exit Exam grade will be zero.

### \*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 each week preparing these assignments.

### Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#) for more information.

### Student Disability Services

ASU 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 of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting

an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford, Director of Student Disability Services

**Phone:** 325-942-2047

**Email:** [dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)

**Office:** Houston Harte University Center, 112

## **Student Handbook Statement of Academic Integrity**

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. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. 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. You may access the *Student Handbook* at <https://www.angelo.edu/student-handbook/>.

## **Student Conduct Policies:**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Science and Engineering adheres to the Statement of [Academic Integrity](#)

### **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

\*\*\*In this class we will discuss how to ethically incorporate other's writing and ideas into your writing as well.

### ***Procedures for Handling Plagiarism Cases***

If an instructor thinks a student may have plagiarized, he or she will follow these steps:

- Meet privately with the student to discuss the assignment in question and the evidence of plagiarism;
- Identify the appropriate consequence;

- File a report with the Office of Student Services;

### ***Possible Consequences***

The instructor and the English Department Chair decide the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question,
- Fail the assignment in question,
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students.

All students suspected of plagiarism will be reported to the Office of Student Services, who maintains a file of past plagiarism cases. The *ASU Student Handbook* further elaborates the Academic Integrity policy at <https://www.angelo.edu/student-handbook/>.

### **COPYRIGHT POLICY**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers

### **Writing Center Information**

The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions and recommendations about organization, paragraph development, grammar, documentation, etc.; however, tutors do not edit or proofread papers.

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The Writing Center is located in the Porter Henderson Library, third floor, Room C305. If you find yourself in need of help with anything writing related, I encourage you to make use of this resource. Virtual tutoring sessions are offered, so you do not have to visit the Writing Center in person. Please consider using the virtual tutoring session option to ensure your safety and that of the tutors'. To learn more about their services, visit the Writing Center's website at [http://www.angelo.edu/dept/writing\\_center/](http://www.angelo.edu/dept/writing_center/)

**Writing Center hours are posted here:** Monday-Thursday: 10 a.m.-5 p.m.  
Wednesday and Sunday evening: 6-8 p.m.  
Friday: 10 a.m.-noon  
Sunday: 1 PM-4 PM

### **Title IX at Angelo State University:**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D.

You may submit reports in the following manner:

- Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: [michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix)

## Email Policy

If ever you need to reach me, the best way to contact me would be through e-mail. I check my e-mail consistently throughout the day, however, after 5PM, the prospect of me reading and responding to e-mails might lessen. I also very rarely check my e-mail on weekends, so if you must get ahold of me, please do so during the week before 5PM.

If you do not hear back from me, please contact me again. It is likely that your e-mail might have been buried underneath other e-mails, or I might not have received your e-mail for a reason or another.

When you are composing an e-mail to me (or any of your instructors), please proceed as follows:

- Begin your e-mail with a greeting: "Hello, Ms. Gonzalez," or "Dear Ms. Gonzalez," "Good morning, Ms. Gonzalez," or "Ms. Gonzalez:"
- The first line of your e-mail must state the following:
  - Your name
  - Class
  - Purpose (make sure that you are direct and concise)
- End your e-mail by thanking your instructor for his or her time and close with "Thank you" or "Regards" or another somewhat formal, but friendly, closing. Always sign with your full name.

## Other considerations:

- If you have a question regarding an assignment that would require much explaining and/or multiple correspondences, please come see me in person.
- If you know you will be absent, especially for more than one day, please let me know beforehand so that I will know that you have not been mauled by a bear, or worse, eaten. 🐻
- Please **do not** e-mail me an assignment after the due date (or at all) unless you have my approval.
- If you receive an e-mail from me regarding an issue related to class, or if I respond to an e-mail from you, please let me know that you have received my e-mail. Won't take much, just a simple "thank you." However, if the e-mail deals with a pressing matter (say an issue regarding excessive absences) please take the time to reply to me properly.

- *If you send me an e-mail where you do not identify yourself or where you fail to follow proper e-mail etiquette, I will not respond.*

If you would like to learn more about e-mail etiquette, the following link might be helpful.

<https://owl.english.purdue.edu/owl/resource/694/01/>

#### **CONTACTING YOU**

Since you are responsible for any course information sent electronically, you are required to check your email and Blackboard regularly (at least once per day) so as to stay up to date with the course.

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## *Course Calendar*

**Note:**

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

| <i>Week</i>                                                 |                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1<br>(Aug. 23 <sup>rd</sup> -27 <sup>th</sup> )        | <ul style="list-style-type: none"> <li>• Course Policies and Procedures</li> <li>• Class Folder Instructions</li> <li>• Blackboard Orientation</li> <li>• MLA Document Format</li> <li>• Diagnostic Essay</li> <li>• Email Assignment</li> </ul>                                                                                  |
| Week 2<br>(Aug. 30 <sup>th</sup> -Sept. 3 <sup>rd</sup> )   | <ul style="list-style-type: none"> <li>• Critical Reading</li> <li>• Marginal Annotations in a Text</li> <li>• Summary Writing</li> <li>• Paraphrasing</li> <li>• Using Transitional Words and Phrases</li> <li>• Purchase Cengage MindTap</li> <li>• Selected MindTap Exercises</li> </ul>                                       |
| Week 3<br>(Sept. 6 <sup>th</sup> -10 <sup>th</sup> )        | <p style="text-align: center;"><b>***Monday, September 6<sup>th</sup>: Labor Day Holiday: NO CLASS***</b></p> <ul style="list-style-type: none"> <li>• Summary 1 Article Critical Reading</li> <li>• Summary 1 Reading Guide</li> <li>• Summary 1 First Draft</li> <li>• Selected MindTap Exercises</li> </ul>                    |
| Week 4<br>(Sept. 13 <sup>th</sup> -Sept. 17 <sup>th</sup> ) | <ul style="list-style-type: none"> <li>• How to be an Effective Peer Editor</li> <li>• Summary 1 Global and Local Peer Review</li> <li>• Summary 1 Final Draft</li> <li>• Summary 2 Article Critical Reading</li> <li>• Summary 2 Reading Guide</li> <li>• Summary 1 Corrections</li> <li>• Selected MindTap Exercises</li> </ul> |
| Week 5<br>(Sept. 20 <sup>th</sup> -Sept. 24 <sup>th</sup> ) | <ul style="list-style-type: none"> <li>• Summary 2 Global and Local Peer Review</li> <li>• Summary 2 Final Draft</li> <li>• Selected MindTap Exercises</li> </ul>                                                                                                                                                                 |

|                                                                  |                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Week 6<br/>(Sept.27<sup>th</sup> -Oct. 1<sup>st</sup>)</p>    | <ul style="list-style-type: none"> <li>• The Writing Process</li> <li>• Thesis Statements</li> <li>• Body Paragraph Structure</li> <li>• Essay 1 Article Critical Reading</li> <li>• Essay 1 Assignment</li> <li>• Brainstorming</li> <li>• Freewriting</li> <li>• Selected MindTap Exercises</li> </ul> |
| <p>Week 7<br/>(Oct.4<sup>th</sup> -Oct. 8<sup>th</sup>)</p>      | <ul style="list-style-type: none"> <li>• Body Paragraph Graphic Organizer</li> <li>• Essay 1 Body Paragraphs</li> <li>• Peer Review Body Paragraphs</li> <li>• Introductions</li> <li>• Conclusions</li> <li>• Essay 1 First Draft</li> <li>• Selected MindTap Exercises</li> </ul>                      |
| <p>Week 8<br/>(Oct. 11<sup>th</sup> -Oct. 15<sup>th</sup>)</p>   | <ul style="list-style-type: none"> <li>• Individual Conferences</li> <li>• Global Peer Review</li> <li>• Essay 1 Second Draft</li> <li>• Selected MindTap Exercises</li> </ul>                                                                                                                           |
| <p>Week 9<br/>(Oct. 18<sup>th</sup> -Oct. 22<sup>nd</sup>)</p>   | <ul style="list-style-type: none"> <li>• Local Peer Editing</li> <li>• Writing Center</li> <li>• Essay 1 Final Draft</li> <li>• Essay 1 Reflection</li> <li>• Selected MindTap Exercises</li> </ul>                                                                                                      |
| <p>Week 10<br/>(Oct. 25<sup>th</sup> - Oct. 29<sup>th</sup>)</p> | <ul style="list-style-type: none"> <li>• Argument Analysis Discussion and Assignments</li> <li>• Source Reliability</li> <li>• Selected MindTap Exercises</li> </ul>                                                                                                                                     |
| <p>Week 11<br/>(Nov. 1<sup>st</sup> - Nov. 5<sup>th</sup>)</p>   | <ul style="list-style-type: none"> <li>• Essay 2 Article Critical Reading</li> <li>• Essay 2 Assignment</li> <li>• Brainstorming</li> <li>• Freewriting</li> <li>• Body Paragraph Graphic Organizer</li> <li>• Selected MindTap Exercises</li> </ul>                                                     |

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| <p>Week 12<br/>(Nov. 8<sup>th</sup> – Nov. 12<sup>th</sup>)</p>            | <ul style="list-style-type: none"> <li>• Quotation Integration</li> <li>• Review Essay Organization</li> <li>• Essay 1 Corrections</li> <li>• Essay 2 First Draft</li> <li>• Individual Conferences</li> <li>• Selected MindTap Exercises</li> </ul>              |
| <p>Week 13<br/>(Nov. 15<sup>th</sup> -19<sup>th</sup>)</p>                 | <ul style="list-style-type: none"> <li>• Global Peer Review</li> <li>• Essay 2 Second Draft</li> <li>• Local Peer Editing</li> <li>• Writing Center</li> <li>• Essay 2 Final Draft</li> <li>• Essay 2 Reflection</li> <li>• Selected MindTap Exercises</li> </ul> |
| <p>Week 14<br/>(Nov. 22<sup>nd</sup> -Nov. 26<sup>th</sup>)</p>            | <ul style="list-style-type: none"> <li>• Essay 3 Assignment</li> <li>• Complete Essay 3 In Class</li> </ul> <p style="text-align: center;"><b>**Thanksgiving Holiday**</b><br/>Nov. 24<sup>th</sup>-26<sup>th</sup></p>                                           |
| <p>Week 15<br/>(Nov. 29<sup>th</sup> – Dec 3<sup>rd</sup>)</p>             | <ul style="list-style-type: none"> <li>• Exit Exam Review (Summary and Essay)</li> <li>• Course Evaluation</li> <li>• Eligibility Notification</li> </ul>                                                                                                         |
| <p>Week 16<br/><b>Finals</b><br/>(Dec. 6<sup>th</sup>-10<sup>th</sup>)</p> | <p style="text-align: center;"><b>Final Due</b><br/><u>Monday, Dec. 6<sup>th</sup></u><br/><b>8 AM:</b> between 8 AM and 10 AM</p>                                                                                                                                |