

Spring 2022

English 1301

Mrs. Marcie Puckitt
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Office: Library 324
(Writing Center)

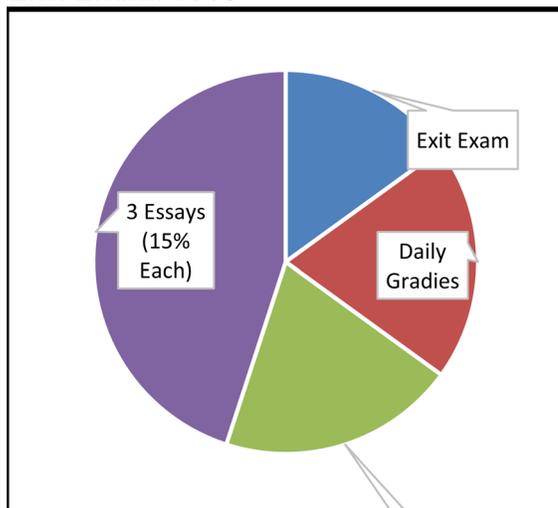
1301.060 – 9:30-10:45 (A027)
1301.070 – 11:00-12:15 (A027)

Office Hours:
MW 12:00 – 2:00pm
Or by appointment

During my office hours, I am available in-person or via email or phone. My office hours are held in Library 324.

Office of Student Affairs
325-942-2062

Grade Breakdown
Daily Work and MindTap: 20%
2 Summaries: 20% (10% each)
3 Essays: 45% (15% each)
Exit Exam: 15%



"If people cannot write well, they cannot think well, and if they cannot think well, others will do their thinking for them."
— George Orwell

"You don't start out writing good stuff. You start out writing crap and thinking it's good stuff, and then gradually you get better at it. That's why I say one of the most valuable traits is **persistence.**"
— Octavia E. Butler

PLEASE NOTE: The policies in this course do not specifically address any changes that might occur due to the ongoing pandemic. If a situation arises that is not addressed or is addressed ineffectively, we will figure it out together.

COURSE OBJECTIVES

English 1301 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 will provide credit for freshman composition, English 1301.

STUDENT OUTCOMES

To successfully complete an English 1301 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.

REQUIRED SOFTWARE AND MATERIALS

- Cengage MindTap Accelerate online software (**ACCESS WILL BE PURCHASED IN CLASS**)
- One three-ring binder for ALL course materials
- Five 3-ring dividers
- Ready access to your English 1301 files, whether that be via thumb drive, your student P: drive, or a personal laptop. There will be no excuses for not having access to your own files/work. This is an issue of personal responsibility. I suggest emailing a copy of your work to yourself.

ATTENDANCE

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

In order for an absence to not be counted, or to be considered excused, official notification from the Office of Student Affairs must be provided to the instructor. Exceptions to this policy will be made on a case-by-case basis.

If you feel sick, do NOT come to class. If you are told by a medical professional or University mandate to remain in quarantine or isolation, FOLLOW THOSE INSTRUCTIONS!

- Students are expected to attend all classes, conferences, and required Writing Center activities unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond their control.
- **Should a serious illness, emergency, or other crisis occur, it is the student's**

- responsibility to contact the Office of Student Affairs immediately so that professors may be informed.** For prolonged absences, it is the student's responsibility to stay in touch with instructors in order to keep up with work.
- If a student misses class for any reason, it is that student's responsibility to check with a classmate **AND** check Blackboard for the class assignment and handouts for that day.
 - If a student is absent, it is the student's responsibility to make up the work missed **BEFORE** the next class meeting so that the completed homework can be brought to the next class meeting.
 - If a student is aware of an absence that will occur, it is that student's 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 a student attend class unprepared, that student will not be able to participate in activities planned for that day and will be counted absent. Do not neglect to complete homework assignments. **ALWAYS** have access to completed homework assignments each class day.
- Removal from class for inappropriate classroom behavior, including but not limited to, cell phone use, sleeping, engaging in social media rather than course work, and working on assignments for other courses.
- Missing any 15-minute portion of a class meeting.

Student Absence for Observance of 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. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#) for more information.

OTHER POLICIES

Daily Class Assignments

- Daily class assignments will be posted in Blackboard and remain there all semester. They will list materials and assignments covered in class as well as homework assignments. A student who is absent should access the Daily Assignment Sheet for the day of the absence before contacting another student or the instructor.

Written Work

- All written work will demonstrate mastery of Edited American English. This includes emails.
- All written assignments will be typed, and they are to be **readily-accessible using a classroom computer**. If you plan on using a personal computer, it is your responsibility to ensure that you have full access to the programs and features used in class. You also need to understand that you **CANNOT** access ASU printers from a personal computer in this classroom.
- **ACCETABLE FILE TYPES:** .docx (default in Word); .pdf (available in Word and on MAC computers). These file types are compatible with the grading features in Blackboard.

- **UNACCEPTABLE FILE TYPES:** .pages (default on a MAC); .rtf.; Google Docs. These file types are NOT compatible with the grading features in Blackboard.
- Be sure to follow the instructor's specific directions when submitting assignments.
- Assignments must be completed *in the order in which they are assigned*, whether you will be receiving credit for the work or not.
- **All major assignments must be completed for a grade in order to be eligible to pass the course.**
- ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 1301. Access to Blackboard is available in all campus computer labs and to anyone who has a personal device that is Internet capable. Computer labs can be found in the following areas:
 - Library Learning Commons
 - Math/Computer Science Lab— MCS Building

Operating hours and use requirements are posted in each lab and are also available online at 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 for credit. Daily coursework and quizzes completed during class time cannot be turned in late or made up. However, if a student is absent during a peer editing workshop, the peer editing must be made up outside of class on the student's own time before the next class meeting. All instructions regarding peer editing must be followed.
- No final writing assignment (paragraph, summary, or essay) will be accepted for full credit without the required prewriting exercises, drafts, and peer editing activities. Ten points of the final grade will be deducted from any final writing assignment grade for which required assignments are missing.
- Ten points will be deducted from the grade of any final writing assignment that is submitted after the due date and time. After one week, the late writing assignment will receive a grade of zero.
- **ANY** student work may be used as a model for classroom instruction.

MindTap Accelerate Software Requirements

- For most MindTap Accelerate work that is assigned as homework, students are given a week to complete the assignments. For this reason, **NO DUE DATE EXTENSIONS** for MindTap Accelerate assignments are given.
- If any technical difficulties are encountered, it is the responsibility of the student to contact Cengage for assistance. The Cengage contact information is available on the Cengage web page.
- Students are **STRONGLY** encouraged to begin MindTap Accelerate assignments the day they are given rather than waiting until the last hour of the final day before they are due.

COMPUTER CLASSROOM

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

- **FOOD, DRINKS, AND TOBACCO PRODUCTS ARE PROHIBITED.** If you bring them into the classroom, take them out of your bag during class, or otherwise attempt to ingest them during class, you will be asked to throw them away.
- 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 USBs from the computer. If you leave your USB in a computer port, it will be put on the instructor desk. It is up to you to ask the instructor about a forgotten USB.

THE WRITING CENTER

Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1301, 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 visit the Center frequently throughout the writing process for each of their out-of-class writing assignments. Instructors may also require students to visit the Writing Center. In this case, the final copy of a written assignment will not be accepted for full credit unless the student has completed the required work in the Center.

The Writing Center is located on the third floor of the Porter Henderson Library in Room 324. Hours can be found at https://www.angelo.edu/dept/writing_center/.

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%

*Exit Exam (if grade requirements are met) = 15%

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

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.

ACADEMIC INTEGRITY

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 Arts and Humanities adheres to the Statement of Academic Integrity.

<https://www.angelo.edu/live/files/27603-student-handbook-2020-21>

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](#).

<https://www.angelo.edu/current-students/writing-center/>

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. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is Dr. Dallas Swafford. Her office is located in UC 112; her email is dallas.swafford@angelo.edu; her phone number is 325-942-2047.

PLEASE NOTE – Any accommodations provided DO NOT automatically “roll over” to the next semester. You must visit the Office of Student Affairs prior to the start of each semester.

TITLE IX

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
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.boone@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

FINAL DRAFTS: A FIRST-YEAR STUDENT WRITING ANTHOLOGY

Editorial Policy

The anthology features exceptional prose pieces written in response to English 1301 prompts that fall into the following categories:

- Writing for self-expression: personal/reflective pieces,
- Writing in the academy: pieces written for academic audiences, or
- Writing in the world: pieces written for public audiences.

Each year, English 1301 instructors nominate the strongest student submissions within their fall sections for inclusion in *Final Drafts*. As the name suggests, drafts should be polished and already very close to publication-ready at the time of submission. In making their recommendations, instructors should consider how much revision/editing a draft would need for it to meet publication standards and if the student would be willing and available to work under the instructor’s editorial guidance. From this instructor-filtered submission pool, an editorial board then selects exceptional pieces for final publication in the following spring semester.

English 1301 Course Schedule Spring 2022

****THE COURSE SCHEDULE IS ALWAYS SUBJECT TO CHANGE BASED ON CLASS NEEDS.****

Note: Because this is a student-centered class that relies heavily on collaborative learning, your adequate preparation for each class day is essential.

- Time management is a must, both in and out of class.
- Unscheduled quizzes may be given on any information in reading assignments or on information discussed in class.

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.

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

1301.060: Thursday, May 12th at 8:00am

1301.070: Tuesday, May 10th at 10:30am