ENGLISH 1302

WRITING ACROSS THE CURRICULUM: RESEARCH AND RHETORIC

Dr. Katie Jones
Office: Academic 001D
Phone: 486-5472
Office Hours: Monday & Wednesday 10:00-10:45; Tuesday & Thursday 10:00-12:00
Email: njones5@angelo.edu

COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES
The Department of English and Modern Languages defines English 1302 as a course in critical reading and writing across the curriculum, with emphasis on the research process and the research paper.

The core purpose of this course is to help you develop critical reading, writing, and research skills applicable to a variety of academic disciplines. This course is designed to help prepare you for other writing tasks during and beyond your college career. Building on the objectives of English 1301, we will extend the principles of academic discourse to the process of inquiry, analysis, production, and review of written communication. We will engage in the research process to evaluate, synthesize, and use sources responsibly and productively in our writing.

Upon successful completion of this course, you will be able to:

- Use the writing process as a form of learning, critical thinking, and communicating;
- Communicate in writing effectively with audiences from a variety of disciplines;
- Locate, evaluate, and integrate resources from the ASU library into your writing, including RAMCAT and other databases;
- Conduct a methodical research process to complete an academic research essay; and
- Practice source attribution, synthesis, and citation style properly for academic research purposes.
ASU CORE CURRICULUM OBJECTIVES FOR ENGLISH 1302

Students in English 1302 will practice the following core curriculum learning objectives in critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

**Critical thinking** will be demonstrated in a *Research Project*.
- Students will gather, analyze, evaluate, and synthesize information relevant to a question or issue by employing basic problem-solving strategies that generate positions and arguments and by examining the basic principles of information-gathering to support a thesis.
- Students will then develop and demonstrate a logical position (i.e. perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions by analyzing and evaluating their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

**Communication** will be demonstrated in a *Research Project and Presentation*.
- Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, circumstances relevant to written communication, by using relevant and appropriate content for the specific rhetorical situation in order to express their purpose(s) effectively.

**Teamwork** will be demonstrated through *participation in writing workshops and active participation in peer review*.
- Students 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.

**Personal responsibility** will be demonstrated in a *Research Project and Presentation*.
- Students will demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision making by identifying their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and by recognizing possible consequences of their decisions.

**GRADE DETERMINATION**
Your semester grade will be determined as follows:

- Quizzes / Daily Work/ Reflections 15%
- Literacy Narrative 10%
- Summary 5%
- Summary Response 10%
- Profile of Professional Communication 10%
- Annotated Bibliography 10%
- Research Paper 25%
- Research Newsletter 5%
- Final Presentation 10%

Grading standards for individual assignments will be distributed as separate rubrics.
Grading scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

REQUIRED MATERIALS
Large (1.5” – 2”) 3-ring folder to keep all course materials
Five tab dividers
Accordion folder (needed at the end of the semester)
One package of assorted colored highlighters
One 3-hole punch (optional, but helpful)
USB flash drive to be used for this class ONLY
Access to Blackboard
Access to Microsoft Word

ATTENDANCE

You are expected to attend all classes unless prevented from doing so by illness or bona fide emergencies. You are allowed six non-penalized absences for the semester. **Accruing more than six absences will result in automatic failure of the course.** Doctors’ notes do NOT excuse absences.

**If circumstances arise that affect your academic performance or that cause you to be absent, you should immediately contact the Student Life Office and inform them. They, in turn, will notify all of your instructors of these circumstances. Only such circumstances will excuse absences. Examples of situations in which you should contact Student Life include a death in your family, severe illness, significant injury, and emotional distress that requires counseling and/or intervention.**

Absences for these reasons will NOT be excused: oversleeping, car trouble, minor illnesses such as colds and allergies, vacations, conflicts with work schedules, break-ups with significant others, arguments with roommates/friends, rainy weather, hangovers, and getting arrested.

**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 take completed homework assignments to class each day.**
- Removal from class for inappropriate classroom behavior, including, but not limited to, cell phone use or texting.
• Being excessively late to class (ten or more minutes).
• Failure to attend a scheduled instructor conference.

IMPORTANT! You must sign the sign-in sheet every day as you enter class, or you will be counted absent! I take attendance every day.

☐ If a student misses class for any reason, it is that student’s responsibility to check with a classmate AND check the weekly syllabus 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 professor in advance and to complete assigned work by an agreed-upon deadline.

LATE / MISSING WORK POLICY

• Only major writing assignments may be turned in late or made up. 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. Only students from this class may complete the peer review for the assignments for this class (not Writing Center tutors, not roommates, not boyfriends/girlfriends, not family members, etc.)
• No final writing assignment (paragraph, summary, and essay) will be accepted for full credit without the required prewriting exercises, drafts, and peer editing activities. Ten percent (10 points) of the final grade will be deducted from any writing assignment grade for which an incomplete packet is submitted.
• Ten percent (10 points) will be deducted from the grade of any writing assignment that is submitted after the due date and time. After one week, the late writing assignment will receive a grade of zero.

WRITTEN WORK POLICIES

• All written assignments are written and saved on a USB drive, the student P drive, and/or Google docs in Microsoft Word and must be able to be opened on a university computer.
• Be sure to follow my specific directions when submitting assignments as stated on the Packet Order Checklist and Blackboard.
• ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 1302. 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
• 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.**

• **ANY** student work may be used as a model for classroom instruction.

**COMPUTER 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.
- Exit all programs and log off before leaving class.
- Retrieve USBs from the computer.

**THE WRITING CENTER**

Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1302, 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. I will also require students to visit the 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 Center is located on the third floor of the Porter Henderson Library in Room 305C. Hours during long semesters 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
ASU ACADEMIC HONOR CODE:

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. **Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.**

In English 1302, the ASU Academic Honor Code applies to ALL work assigned in the class. Reading activities and essays, for example, are individual assignments to be completed by each student, not as collaborative activities with friends, classmates, parents, etc. **A student who plagiarizes or who assists such plagiarism may receive an F in the course and be referred to the Department Chair. “Plagiarism” is when a student uses anyone else’s rephrased ideas or exact words as his or her own.** Nothing should be submitted that is not a student’s OWN original work.

DISABILITIES:

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.

RESPONSIBILITIES DURING CLASS

First, it is paramount that you attend class. Remember that you are allowed 6 absences and no more. We will cover course material at a rapid pace, and being absent will likely result in your falling behind very quickly. Another primary factor that will determine your success in this course is your participation in class or group discussions and writing workshops. During these discussions, be respectful of your peers and their viewpoints, which may differ from yours. Contribute to discussions in a positive and productive manner, and ask questions as they arise. In addition, put away your phone and set it on silent mode and leave it alone unless you are given permission to use it during class. Finally, use the computers in the computer lab classroom only to complete assigned tasks. In short, if you are in any way impeding your learning, others’ learning, or my teaching, I will ask you to leave and will count you absent for that day.

RESPONSIBILITIES OUTSIDE OF CLASS

This course centers around numerous and frequent reading and writing assignments, most of which you must complete outside of class. Be prepared to spend several hours each week preparing these assignments. Also, ask questions when you have them, and discuss any concerns you have related to the class during my posted office hours (page 1 of this document).

CONTACTING ME

I check my email regularly on weekdays during regular work hours. Do not expect a response to an email you send after 5:00 until the following day. Also, do not expect a reply to emails sent on weekends. 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. I CANNOT discuss grades via email for
legal reasons. If you have a question about your grade, we will need to have a face-to-face conversation, preferable in my office during office hours.

**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. Also, if class is canceled for any reason, I will use the “Announcements” feature in Blackboard to inform you. If you do not already have it, download the Blackboard App to make receiving these messages more convenient.

**SCHEDULE OF TOPICS TO BE COVERED**

**Week 1:**  
Course Description and Syllabus  
Portfolio Requirements  
Class Expectations  
Diagnostic Essay  
Writing a Literary Narrative  
Related Textbook Readings

**Week 2:**  
Brainstorm Literary Narrative Topics  
Freewriting  
Writing Workshop: Draft Literary Narrative (LN)

**Week 3:**  
Global Peer Revision of LN  
Local Peer Revision of LN  
Writing Center  
Literary Narrative Packet Due  
LN Reflection

**Week 4:**  
How to Read Critically  
How to Write a Summary  
Related Textbook Readings  
Reading Quizzes  
Critically Read Article for Practice Summary  
Draft Practice Summary (Group Work)  
Analysis and Revision of Practice Summary (Group Work)

**Week 5:**  
Draft First Draft of Summary  
Global Revisions of Summary  
Local Revisions of Summary  
Related Textbook Readings  
Summary Packet Due
Week 6:     How to Write a Summary/Response
            Related Textbook Readings
            Reading Quizzes
            Critically Read Article for Summary/Response

Week 7:     Draft Summary/Response (S/R)
            Global Peer Revisions of S/R
            Writing Center

Week 8:     Individual Conferences
            Local Peer Revisions of S/R
            Summary/Response Packet Due
            S/R Reflection

Week 9:     Assign Research Project
            Library Database Orientation
            Locating Sources
            Evaluating Sources
            Compose Research Questions
            Arrange Interview
            Compose Interview Questions
            Related Readings from *They Say, I Say*

Week 10:    Assign Profile of Professional Communication
            Practice reading and interpreting academic journal articles
            Annotating and Managing Research Sources
            Conduct Interview
            Purpose and Format of the Annotated Bibliography
            Draft Profile of Professional Communication (PPC)
            Related Readings from *They Say, I Say*

Week 11:    Global Revisions of PPC
            Local Revisions of PPC
            Writing Center
            PPC Packet Due
            Draft Annotated Bibliography (AB)
            Blog #1
            Related Readings from *They Say, I Say*

Week 12:    Global Revisions of AB
            Local Revisions of AB
            Annotated Bibliography Packet Due
            Research Paper Organization
Draft Documented Topic Outline

Week 13: Summarizing and Paraphrasing
Quoting from Sources
Draft Discovery Draft of Research Paper (RP)
Individual Conferences
Blog #2

Week 14: Global Revisions of RP
Local Revisions of RP
Writing Center
Research Project Portfolio Due
Assign Newsletter

Week 15: Peer Assessment of Newsletter
Thank You Note to Interviewee
Assign Final Presentations

Week 16: Final Presentations

Final Exam – Wednesday, May 8 (3:30-5:30) Final Presentations