English 1301

Instructor: Dr. Gabriela Serrano

Office: Academic Building 019 A

Office Phone: 486-6155

Office Hours: Mondays & Wednesdays: 11:00 a.m.-1:00 p.m.
Tuesdays: 12:30 p.m. - 2:30 p.m., 5:00 p.m.-6:00 p.m.
Thursdays: 12:30 p.m. - 2:30 p.m.

Skype Profile: dr.gabrielaserrano

Email: gserrano@angelo.edu

Open Door Policy

Students are welcomed and encouraged to visit me whenever they wish to discuss a paper, problem, etc. during my office hours. I will answer my phone during my office hours, but outside of my office hours, it is best to contact me via email.

Student Learning Outcomes
Upon completing English 1301, students should
1. Understand the nature of the writing process and use all its phases in writing.
2. Understand the principles of audience analysis and adapt language structure, and detail to the needs of specific readers.
3. Understand 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.
4. Generate sufficient and appropriate detail to convince readers of the validity of the thesis.
5. Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays.
6. Write prose largely free of errors in grammar, diction, usage, and mechanics.

Course Objectives
Students will evaluate the course at the end of the semester. The major objectives I emphasize from the course evaluations are:
1. “Gaining a broader understanding and appreciation for literature”
2. “Developing skill in expressing oneself orally and in writing”
3. “Learning to analyze and critically evaluate ideas, arguments, and points of view”
Course Evaluation
Diagnostic Essay 15%
Paper 1 15%
Paper 2 15%
Paper 3 15%
Final Essay 15%
Weekly Assignments/Participation 25%

Paper Format
Please follow the guidelines below when turning in final drafts:
- Use a Proper MLA style title
- Include peer-edited drafts
- Use a 12 point, Times New Roman font
- Use proper MLA style formatting for margins
- Use proper MLA style pagination
- Double space
- Spell check

*I will deduct points from papers that do not follow these guidelines*

Use of Technology
Students must upload all assignments on Blackboard as WORD or PDF documents. I will not accept excuses for any technical difficulties students may have with their papers which include computers crashing, difficulty uploading papers, Blackboard shutting down, etc. Students need to make sure to give themselves enough time after finishing their assignments to manage these problems. I will not accept papers or weekly assignments via email.

“No Drama Clause”:
I will drop the lowest weekly grade at the end of the semester, and I will drop one letter grade per day a paper is late in case of illness, a death in the family, car trouble, etc., but I do not want students to ask for special exceptions for such occurrences. Again, I drop the lowest daily assignment grade and deduct 10 points per day a paper is late in case of an emergency.

Late Papers
Students must upload papers on not only the date specified in the syllabus and on Blackboard, but also the time. If students turn in their papers any later than the time
specified on the syllabus and on Blackboard on the due date, I will automatically deduct five points. For each day that the paper is late, I will deduct ten points.

**Departmental Policy on Academic Honesty**
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: [http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf](http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf) Failure to comply with the honor code will result in disciplinary action and a failing grade in this course.

I will assign a grade of “F” for the following violations:

I. Plagiarism “the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for credit” (Regents’ *Rules and Regulations*, Chapter VI, Section 5.32)

II. Cheating - this includes copying material from another member of the class, having someone in or outside of class complete an assignment or exam for you.

**Students with Special Needs**
Persons with special needs which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented.

**Inclusion Statement**
We will be addressing controversial topics related to underprivileged groups throughout the semester. I support a diversity of thoughts, perspectives and experiences, and honor all identities (including race, gender, class, sexuality, religion, ability, etc.). Please let me if there is a particular name or pronouns by which you identify. Also, please let me know if anything I or your peers may say in class makes you feel excluded or marginalized. You may come see me in my office, leave me a note, and your concerns will remain anonymous.

**Confidential Resources Available to Students:**
Office of Title IX Compliance: 325-486-6357.
University Health Clinic: 325-942-2171
University Counseling Center: 325-942-2173
ASU Crisis Helpline: 325-486-6345.
English 1301 Weekly Schedule

Week One
Jan 14-20

Lectures
Watch Course Introduction/
Course Policies on Video

The Rhetorical Triangle
The Evil Nature of the Five-Paragraph Essay

Jan 20  Assignment (Due by Midnight)
Upload to Discussion Board on The Rhetorical Triangle and Five Paragraph Essay

Week Two
Jan 22 – Jan 27

Lectures
Assign Paper 1:  Diagnostic Essay
Avoiding Plagiarism
Academic and Professional Writing

Jan. 27  Assignments (Due by Midnight)
Post on Discussion Board
Upload Brainstorming
Upload Freewrite

Week Three
Jan 28 – Feb 3

Lectures
Writing a Thesis statement
Proper format for Outlines
Organizing using Chronological and Spatial Order Exercise

Feb 3.  Assignments (Due by Midnight)
Post on Discussion Board
Upload Tentative Thesis Statement
Upload Outline

Week Four
Feb. 4- Feb. 10

Lectures
Grammar Lecture:  Common Errors
MLA Formatting for paper

Feb. 10  Assignments (Due by Midnight)
Paper 1:  Diagnostic Essay Due
Week Five  Feb. 11- Feb. 17
Lectures
Assign Paper 1 – Writing about Academic and Professional Goals
Choosing Paper Topics
Discuss Academic and Resources/Professional Opportunities at ASU

Feb. 17  Assignments (Due by Midnight)
Post on Discussion Board
Upload Brainstorm
Upload Freewrite

Week Six  Feb. 18 – Feb. 24
Lectures
Writing an Introduction
Writing a Conclusion
Grammar Lecture: Comma Usage and Combining Short, Choppy Sentences

Feb. 24  Assignments (Due by Midnight)
Post on Discussion Board
Reports on Academic and Professional Opportunities at ASU

Week Seven  Feb. 25 – Mar. 3
Lectures
Editing: Global and Local Issues
Revising Reports, Expanding, and Polishing

Mar. 3  Assignments (Due by Midnight)
Post on Discussion Board
Upload Outline with Final Thesis Statement

Week Eight  Mar. 4 – Mar. 10
Online Peer Editing (Make sure to edit your partner’s paper. Email your paper to your partner and to your instructor so that I may evaluate the work you completed on your partner’s draft.) by midnight on Mar. 6

Mar. 4  Email your completed draft of Paper 1 to your partner by midnight

Mar. 6  Complete your editing on your partner’s paper, send the paper back to your partner, and forward me a copy of the peer-edited draft by Midnight
Mar. 10  **Assignment (Due by Midnight)**  
Paper 1: Writing About Academic/Professional Goals

*Spring Break March 11 – Mar 15*

**Week Nine**  
Mar. 18 – Mar. 24  
**Lectures**  
Assign Paper 2 – Writing about Campus/Community Involvement  
Discuss Opportunities at ASU and Local Community  
Discuss Campus/Community Involvement

Mar. 24  **Assignments (Due by Midnight)**  
Post on Discussion Board  
Upload Brainstorming  
Upload Freewrite

**Week Ten**  
Mar. 25- Mar. 31  
**Lectures**  
Integrating Sources Using three “I”s for a quotation  
Grammar Lecture: Sentence Style and Word Choice  
Organization

Mar. 31  **Assignments (Due by Midnight)**  
Post on Discussion Board  
Reports on Campus/Community Involvement

**Week Eleven**  
Apr. 1 – Apr. 7  
*Online Peer Editing (Make sure to edit your partner’s paper. Email your paper to your partner and to your instructor so that I may evaluate the work you completed on your partner’s draft.) by midnight on Apr. 3*

Apr. 1  Email your completed draft of Paper 2 to your partner by 5:00 p.m.

Apr. 3  Complete your editing on your partner’s paper, send the paper back to your partner, and forward me a copy of the peer-edited draft by 5:00 p.m.

Apr. 7  **Assignment (Due by Midnight)**  
Paper 2: Writing about Campus/Community
Week Twelve Apr. 8- Apr. 14
  Lectures
  Assign Paper 3: Cover Letter, Essay, or Statement of Purpose
  Discuss Potential Scholarships, Internships, Professional Opportunities
  Formatting Professional Documents
  Editing Introductions, Body Paragraphs, Conclusions

Apr. 14 Assignments (Due by Midnight)
  Post on Discussion Board
  Evaluation of Mission Statement

Week Thirteen Apr. 15 – Apr. 21
  Lectures
  Grammar Lecture: Varying Writing Style

  No Assignments due This Week

Week Fourteen Apr. 22 – Apr. 28
  Lectures
  Transitioning Between Paragraphs
  Grammar Review

Apr. 28 Assignments (Due by Midnight)
  Paper 3: Cover Letter, Essay, or Statement of Purpose

Week Fifteen Apr. 29 – May 5
  Lecture
  Academic and Professional Goals Reflection Essay

May 5 Assignments (Due by Midnight)
  Upload Outline with Final Thesis Statement

Week Sixteen
  May 8, Academic and Professional Goals Reflection Essay Due by Midnight