English 1302, Writing Across the Curriculum

Course Contact Information
- **Instructor:** Mrs. Katherine Garrison
- **Office:** Online through Google Hangouts
- **E-Mail:** katherine.garrison@angelo.edu
- **Office Hours Online:** M/W – 2:00 PM – 4:00 PM (in Hangouts)
- **Sections:** 1302 D10, D20 – Asynchronous (no meeting time)

Course Description
We will focus on *how* people in your field of interest communicate in writing (prerequisites).

Core Objectives and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library and credible Internet resources. Develop the ability to frame a rhetorical problem; engage in academic research processes; learn to read academic texts, synthesize relevant resources; analyze interrelationships between a text’s purposes, author, audience, content, structure and ideas; and organize their ideas in innovative patterns.</td>
</tr>
<tr>
<td>Communication</td>
<td>Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context; use relevant and appropriate content for academic audiences, medium, and message.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Work collaboratively with the instructor and peers to plan, draft, revise, and edit written work.</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>Identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and to evaluate possible consequences of their decisions.</td>
</tr>
</tbody>
</table>

Materials Required
- **Equipment:** computer with Internet, headphones or speakers, microphone, file storage (e.g. flash drive, external hard drive, J: drive, email, etc...), MS Office (Word and PowerPoint), Adobe Acrobat, Blackboard, and ASU email access. For free software downloads click here. For equipment click here ASU Computer Lab.

Assignments

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Interview Plan</td>
</tr>
<tr>
<td>15</td>
<td>Profile of Professional Communication</td>
</tr>
<tr>
<td>10</td>
<td>Proposal to Create Writing Guide</td>
</tr>
<tr>
<td>15</td>
<td>Annotated Bibliography</td>
</tr>
<tr>
<td>20</td>
<td>Guide to Writing</td>
</tr>
<tr>
<td>10</td>
<td>Presentation</td>
</tr>
<tr>
<td>10</td>
<td>10 Quizzes (over readings, online materials, lectures, and assignment descriptions)</td>
</tr>
<tr>
<td>10</td>
<td>10 Discussion Post/Responses (50% original posts and 50% peer response)</td>
</tr>
<tr>
<td>100</td>
<td>Total</td>
</tr>
</tbody>
</table>
Online Class Behaviors and Attendance
Be courteous when communicating online with me and your peers. There is no attendance or tardiness policy for this class. Submitting your completed work on time and professionally is your sole responsibility and objective. Assignments are posted in Blackboard in advance. No extensions will be given for assignments because of holy days or university-sponsored events as a result (see the Grading Policy below).

Email Policy
Email is the best way to contact me. I check email 8 am-5 pm M-F (not on holidays).

Discussing Your Grades
I will not discuss your grades through email because of FERPA requirements designed to protect your records. For questions, please refer to this syllabus first. If you still have questions, email me and I will respond to you through “Messages” in Blackboard or ask you to chat in Hangouts.

Grading Policy
All assignments are generally graded within two weeks of submission. All assignments will be assessed a penalty of 10% per day late (this includes weekends and holidays). I will not give an Incomplete in this course. I may use your assignments as samples for future classes. Finally, students traveling to university-sponsored events or observing a holy day must submit their work before the due date. I assess grades in the following manner: A (90-100%) The document is superior; B (80-89%) The document is good; C (70-79%) The document is adequate; D (60-69%) The document is disappointing; F (0-59%) The document is unsatisfactory.

Academic Misconduct Policy
If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the Student Code of Conduct, then you will receive an automatic "0" on the assignment and be required to visit with me during my office hours. If you are caught a second time, you will fail the course, and I will inform others at the university for potential further disciplinary action.

Accommodations
If you have a disability and need accommodations in class, contact the Student Affairs Office ASAP at 325-942-2047 or studentservices@angelo.edu (University Center, Suite 112). Once you register with Student Affairs then you must notify me to gain accommodations. Student Affairs works with students confidentially and does not disclose any disability-related information.

Outside Course Support
- Information Technology (IT) for help with email, Blackboard, Ramport
- Student Computer Access and Printing Services for computer lab resources
- Library for help with conducting research
- English Language Learners’ Institute for English as Second Language (ESL) students
- Freshman College for academic success and tutoring
- Disability Services for disabled and impaired students
- ASU Writing Center for help with all writing assignments
- Student Life for non-academic opportunities (student organizations)
- Career Development for job opportunities on and off campus
## Class Schedule
All assignments are due in Blackboard on the dates listed below.

<table>
<thead>
<tr>
<th>Section 1: Welcome to the Course and College Major Exploration</th>
<th>Week 1-Sunday, January 20:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read the Course Syllabus</td>
<td>1. Read the Course Syllabus</td>
</tr>
<tr>
<td>2. Read How to Change Your Blackboard Picture Handout</td>
<td>2. Read How to Change Your Blackboard Picture Handout</td>
</tr>
<tr>
<td>3. View Lecture 1</td>
<td>3. View Lecture 1</td>
</tr>
<tr>
<td>4. Read assigned readings and/or watch videos (see Blackboard)</td>
<td>4. Read assigned readings and/or watch videos (see Blackboard)</td>
</tr>
<tr>
<td>5. Take Quiz 1</td>
<td>5. Take Quiz 1</td>
</tr>
<tr>
<td>6. Upload your photo to Blackboard</td>
<td>6. Upload your photo to Blackboard</td>
</tr>
<tr>
<td>7. Post to the Discussion Board Post #1</td>
<td>7. Post to the Discussion Board Post #1</td>
</tr>
<tr>
<td>8. Respond to peers’ Discussion Board Post #1 within 48 hours (due Tuesday, January 22 before midnight)</td>
<td>8. Respond to peers’ Discussion Board Post #1 within 48 hours (due Tuesday, January 22 before midnight)</td>
</tr>
</tbody>
</table>

### Week 2-Sunday, January 27:
1. Read assigned readings and/or watch videos
2. View Lecture 2
3. Take Quiz 2
4. Post to the Discussion Board Post #2
5. Respond to peers’ Discussion Board Post #2 within 48 hours (due Tuesday, January 29 before midnight)

### Week 3-Sunday, February 3:
1. Visit the Writing Center online or in person (optional)
2. Turn in Final Draft of Interview Plan Assignment before midnight to Blackboard (located at the bottom of the section folder)

<table>
<thead>
<tr>
<th>Section 2: Professional Interview</th>
<th>Week 4-Sunday, February 10:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read assigned readings and/or watch videos</td>
<td>1. Read assigned readings and/or watch videos</td>
</tr>
<tr>
<td>2. View Lecture 3</td>
<td>2. View Lecture 3</td>
</tr>
<tr>
<td>3. Take Quiz 3</td>
<td>3. Take Quiz 3</td>
</tr>
<tr>
<td>4. Post to the Discussion Board Post #3</td>
<td>4. Post to the Discussion Board Post #3</td>
</tr>
<tr>
<td>5. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, February 12 before midnight)</td>
<td>5. Respond to peers’ Discussion Board Post #3 within 48 hours (due Tuesday, February 12 before midnight)</td>
</tr>
</tbody>
</table>

### Week 5-Sunday, February 17:
1. Read assigned readings and/or watch videos
2. View Lecture 4
3. Take Quiz 4
4. Post rough draft of Profile of Professional to Discussion Board #4 before midnight
5. Respond to peers’ Discussion Board Post #4 within 48 hours (due Tuesday, February 19 before midnight)

### Week 6-Sunday, February 24:
1. Revise Profile of Professional Communication based on peer feedback
2. Visit the Writing Center online or in person (optional)
3. Turn in Final Draft of Profile of Professional Communication before midnight (see the bottom of the section folder)

<table>
<thead>
<tr>
<th>Section 3: Proposal</th>
<th>Week 7-Sunday, March 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read assigned readings and/or watch videos</td>
<td>1. Read assigned readings and/or watch videos</td>
</tr>
<tr>
<td>2. View Lecture 5</td>
<td>2. View Lecture 5</td>
</tr>
<tr>
<td>3. Take Quiz 5</td>
<td>3. Take Quiz 5</td>
</tr>
<tr>
<td>4. Post to the Discussion Board Post #5</td>
<td>4. Post to the Discussion Board Post #5</td>
</tr>
<tr>
<td>5. Respond to peers’ Discussion Board Post #5 within 48 hours (due Tuesday, March 5 before midnight)</td>
<td>5. Respond to peers’ Discussion Board Post #5 within 48 hours (due Tuesday, March 5 before midnight)</td>
</tr>
</tbody>
</table>

### Week 8-Sunday, March 10:
| Section 4: Annotative Bibliography | Week 9-Sunday, March 17:  
Spring Break (No assignments due today)  
Week 10–Sunday, March 24:  
1. Read assigned readings and/or watch videos  
2. View Lecture 6  
3. Take Quiz 6  
4. Post to the Discussion Board Post #6  
5. Respond to peers’ Discussion Board Post #6 within 48 hours (due Tuesday, March 26 before midnight)  
Week 11-Sunday, March 31:  
1. Visit the Writing Center online or in person (optional)  
2. Turn in Final Draft of Annotated Bibliography (see the bottom of the section folder) |
| Section 5: Guide to Writing | Week 12-Sunday, April 7:  
1. Read assigned readings and/or watch videos  
2. View Lecture 7  
3. Take Quiz 7  
4. Post to the Discussion Board Post #7  
5. Respond to peers’ Discussion Board Post #7 within 48 hours (due Tuesday, April 9 before midnight)  
Week 13-Sunday, April 14:  
1. Read assigned readings and/or watch videos  
2. View Lecture 8  
3. Take Quiz 8  
4. Post to the Discussion Board Post #8  
5. Respond to peers’ Discussion Board Post #8 within 48 hours (due Tuesday, April 16 before midnight)  
Week 14-Sunday, April 21:  
1. Read assigned readings and/or watch videos  
2. View Lecture 9  
3. Take Quiz 9  
4. Post Rough Draft of Guide to Writing to Discussion Board Post #9 before midnight  
5. Respond to peers’ Discussion Board Post #9 within 48 hours (due Tuesday, April 23 before midnight)  
Week 15-Sunday, April 28:  
1. Revise Guide to Writing based on peer feedback  
2. Visit the Writing Center online or in person (optional)  
3. Turn in Final Draft of Guide to Writing to Blackboard Assignment (see the bottom of the section folder) |
| Section 6: Presentation | Week 16-Sunday, May 5:  
1. Read assigned readings and/or watch videos  
2. View Lecture 10  
3. Take Quiz 10  
4. Post to the Discussion Board Post #10  
5. Turn in Final Draft of Presentation to Blackboard Assignment (see the bottom of the section folder) |