English 1301

Instructor: Dr. Gabriela Serrano

Office: Academic Building 019 A

Office Phone: 486-6155

Office Hours: Mondays - Thursdays: 12:00 p.m.-2:00 p.m.

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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”
   “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 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  June 3-9
   **Lectures**
   Watch Course Introduction/
   Course Policies on Video
   Assign Paper 1: Diagnostic Essay
   Avoiding Plagiarism
   The Rhetorical Triangle and Five-Paragraph Essay

June 5  **Assignment (Due by Midnight)**
   Post on Discussion Board
   Upload Brainstorming
   Upload Freewrite

June 9  **Assignment (Due by Midnight)**
   Diagnostic Essay

Week Two June 10-16
   **Lectures**
   Assign Paper 1 – Writing about Academic and Professional Goals
   Choosing Paper Topics
   Discuss Academic and Resources/Professional Opportunities at ASU
   Writing a Thesis statement
   Proper format for Outlines
   Writing an Introduction and Conclusion

June 12  **Assignments (Due by Midnight)**
   Post on Discussion Board
   Freewrite
   Upload Tentative Thesis Statement and Outline

June 16:  **Assignment (Due by Midnight)**
   Paper 1 due: Writing About Academic/Professional Goals

Week Three  June 17-23
   **Lectures**
   Grammar Lecture: Common Errors
   MLA Formatting for paper
June 19  **Assignments (Due by Midnight)**  
Post on Discussion Board  
Upload Brainstorm  
Upload Freewrite  
Upload Tentative Thesis and Outline

June 23  **Assignment (Due by Midnight)**  
Paper 2: Writing about Campus/Community

**Week Four  June 24-30**  
**Lectures**  
Assign Paper 3: Cover Letter, Essay, or Statement of Purpose  
Discuss Potential Scholarships, Internships, Professional Opportunities  
Formatting Professional Documents  
Transitioning Between Paragraphs  
Editing Introductions, Body Paragraphs, Conclusions

June 26  **Assignments (Due by Midnight)**  
Post on Discussion Board  
Evaluation of Mission Statement  
Upload Thesis and Outline

June 30  **Assignment (Due by Midnight)**  
Paper 3: Cover Letter, Essay, or Statement of Purpose

**Week Five  July 1-3**  
**Lecture**  
Academic and Professional Goals Reflection Essay

July 3  **Assignment (Due by Midnight)**  
Upload Reflection Essay