ENGLISH 1301

ENGLISH COMPOSITION

Dr. Katie Jones
Office: Academic 001D
Phone: 486-5472
Office Hours: Tuesday & Thursday 9:00-9:50; other times by appointment
Email: njones5@angelo.edu

STUDENT LEARNING OUTCOMES:

Critical Thinking: Employ problem-solving strategies (such as inquiring about an issue, comprehending consequences, and analyzing and synthesizing information) to generate positions and arguments and to examine basic principles of information to support a thesis

Comprehend, analyze, synthesize, and evaluate their own communication and that others to raise questions, make assertions, and generate discussion about a topic or question

Communication: Take into consideration audience, context, purpose, conventions, and circumstances relevant to written communication; use relevant and appropriate content for the specific rhetorical situation in order to express their position(s) effectively in writing

Teamwork: Work individually and collectively toward a shared purpose or goal with the members of a team, creating and evaluating their peers’ drafts

Personal Responsibility: Identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making; also recognize and evaluate possible consequences of their decisions

Upon successful completion of the English 1301 course, students should
• Understand the nature of the writing process and use all of its phases in writing;
• Understand the principles of audience expectations and adapt language, structure, and detail to the needs of specific readers;
• Understand the 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;
• 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 online software

NOTE: ACCESS TO THE ONLINE SOFTWARE WILL BE PURCHASED ONLINE IN CLASS.
• One 2-inch three-ring binder for portfolio
• Five 3-ring dividers
• One 3-hole punch (optional, but useful)
• Package of highlighters with at least four colors
• *ONE USB drive to be used EXCLUSIVELY for ENG1301 files
   It is recommended that students label the USB with their name, class and section, and instructor’s name.
*NOTE: Do not save any non-English 1301 files on this drive at any time throughout the semester.

ATTENDANCE:
Excessive absences, (more than THREE absences FOR ANY REASON) will result in automatic failure of the course.

❑ 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 Office of Student Affairs immediately so that professors may be informed. It is also the student’s responsibility to stay in touch with instructors in order to keep up with the 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 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 (fifteen or more minutes).
OTHER POLICIES:

Weekly Syllabi:

- Weekly syllabi, which provide a detailed list of assignments covered in class as well as homework assignments, are posted in Blackboard and will be distributed in hard copy. A student who is absent should check the weekly syllabus for the day of the absence before contacting another student or the instructor.

Written Work:

- 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 the instructor’s 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 1301. 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

Operating hours are posted in each lab and are also available online at:
https://www.angelo.edu/services/technology/labs/

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. Daily coursework and quizzes completed during class time cannot be turned in late or made up. 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 with a peer from this class.

- 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 of the final grade will be deducted from any writing assignment grade for which an incomplete packet is submitted.

- Ten percent 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.

- ANY student work may be used as a model for classroom instruction.
Cengage MindTap Software Assignments:

- For most MindTap work that is assigned as lab work and/or homework, students are given a week to complete the assignments.
- For this reason, **NO DEADLINE EXTENSIONS** for MindTap 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 will be provided to students at the beginning of the semester.
- Students are STRONGLY encouraged to begin MindTap 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.** 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 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 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 the summer are as follows:
- 9:30 - 4:00  Monday – Thursday
- 9:30 - 12:00  Friday

**GRADES:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Assignment</td>
<td>5%</td>
</tr>
<tr>
<td>Summary</td>
<td>10%</td>
</tr>
<tr>
<td>Summary-Response</td>
<td>15%</td>
</tr>
<tr>
<td>Literacy Narrative</td>
<td>20%</td>
</tr>
<tr>
<td>Illustrative Essay</td>
<td>20%</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes, Classwork, and MindTap</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Grading Scale:
90 – 100  A
80 – 89  B
70 – 79  C
60 – 69  D
59 and Below  F

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 1301T, 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. “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.

When academic dishonesty occurs, instructors will communicate with the student concerning the penalty and the student’s right of appeal. Students can refer to the Academic Honor Code for complete details.

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.

**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.

**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 Dr. Jones” or “Hi, Dr. Jones.” 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 instructor will not respond to carelessly written messages littered with typographical errors.

**ELECTRONIC DEVICES:**
As a courtesy to classmates and 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.**

**ENGLISH 1301 COURSE SYLLABUS**
**SUMMER II 2019**

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

Detailed lesson plans for each class day will be provided on the weekly syllabi.

**WEEK 1**
- Course Description & Syllabus
- Policies and Procedures PowerPoint
- Portfolio Requirements
- MindTap Registration
- Exchange contact information with classmate
- Diagnostic Essay
- Email Assignment
- Assigned Supplemental Reading
- Reading Quiz
- MindTap Diagnostic Pre-Test
- Evaluating Sources
- Guidelines for Critical Reading
- Critical Reading Practice
Steps for Writing an Effective Summary
Practice Summary
Summary Assignment
Critically read “Prison Studies” by Malcolm X
Complete first draft of Summary
Global / Local Peer Revisions
Complete final draft of Summary
Submit Summary Packet
X Words
MindTap Assignments
Portfolio Check

WEEK 2
How to respond to texts (“They Say, I Say” Chapter)
Critically read articles for Summary-Response
Reading Quiz
Summary-Response Assignment
Summary-Response Pre-Writing Activity
Complete first draft of Summary-Response
Global / Local Peer Revisions
Complete final draft of Summary-Response
Summary-Response Reflection
Submit Summary-Response Packet
MindTap Assignments
Writing Center Visit
Portfolio Check

WEEK 3
Assigned Supplemental Reading (Writing a Literacy Narrative / Elements of Effective Narratives; Freewriting and Invention Strategies)
Reading Quiz
Literacy Narrative
Freewriting
Complete first draft of Literacy Narrative
Global / Local Peer Revisions
Complete final draft of Literacy Narrative
Literacy Narrative Reflection
Submit Literacy Narrative Packet
MindTap Assignments
Portfolio Check

WEEK 4
Assigned Supplemental Reading (Paragraph Structure and Development; Thesis Statements)
Reading Quiz
Illustrative Essay Assignment (Educational Goals)
Freewriting
Graphic Organizers
Instructor Conferences  
Peer Edit Body Paragraphs  
Complete first draft of essay  
Global / Local Peer Revisions  
Complete final draft of essay  
Writing Center Visit  
Essay Reflection  
Submit Essay Packet  
MindTap Assignments  
Portfolio Check  

**WEEK 5**  
In-Class Reflective Essay  
Final Exam Period – Wednesday, August 7 10:15-12:15