

General Studies 1181 F26

Instructor: Audrey Zoeller, VIN 218, 325-486-6745, azoeller@angelo.edu

Office Hours: If the door is open, come. Appointments are welcome.

Course Time: TR 8:00 – 8:50 AM VIN 158

Course Description and Objective: This course is designed to assist students in obtaining practical knowledge of proper ways to address people, emails, letters etc. In addition to learning these techniques, students will also be challenged to improve in skills such as multitasking, decision making and critical thinking.

Upon completing this course, students should:

- Develop ideas effectively through written communication
- Be able to evaluate choices, actions and consequences as related to ethical decision-making
- Gather, analyze and evaluate information relevant to a question or issue

Attendance: If a student anticipates an absence, they should let me know ahead of time. Communication is appreciated before or after an absence! Attendance will be taken daily. After 2 absences, students will lose 10 points for each additional absence.

Religious Holy Day: A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Classroom Etiquette: Treat others as you would like to be treated. Cell phone usage should be minimal and hats and caps should be taken off in the classroom (both ladies and gentlemen). Excessive use of cell phones and disrespect to classmates will result in the student being asked to leave the classroom.

Academic Honesty Statement: 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 available on the [web](#). Scholastic dishonesty includes but is not limited to, cheating, plagiarism, falsifying academic records, misinterpreting facts, and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.

Grades:

	Lecture
Attendance	100
Resume	100
Email	100
Letter	100
Weekly Planner	100
Essay	100
Total	600

Students with Disabilities: Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Contact: The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office, Room 112 University Center, at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual

Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

[Online:](#) ⁱⁱ

Face to Face: Mayer Administration Building, Room 210 Phone: 325-942-2022

E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-9422171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the following [link](#). ⁱⁱⁱ

TENTATIVE Schedule

Week of	Content
8-26	Syllabus, Resume Discussion
9-2	Introductions (in person and electronically)
9-9	How to address a letter/envelope
9-16	Writing checks and deposit slips
9-23	Managing time effectively, Library Discussion
9-30	Multi-tasking
10-7	Decision Making
10-14	Critical Thinking, Essay Due (10-17)

- Schedule is subject to change

ⁱ <http://www.angelo.edu/forms/pdf/honorcode5.pdf>

ⁱⁱ www.angelo.edu/incident-form

ⁱⁱⁱ www.angelo.edu/title-ix.