English 1301-Dual Credit, English Composition

Course Contact Information
- Instructor: Katherine Garrison
- Office: Online through Google Hangouts
- E-Mail: katherine.garrison@angelo.edu
- Office Hours (online): M/W – 3:00 PM – 5:00 PM (in Hangouts)
- Sections: 1301 D60, D70 – Check your class schedule for times

Course Description
This is an introductory course on the writing process. Prerequisites required.

Core Objectives and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Objective</th>
<th>Outcome</th>
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<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>
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<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>
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<td>Teamwork</td>
<td>Work collaboratively with the instructor and peers to plan, draft, revise, and edit written work.</td>
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<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>
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Materials Required
2. **Equipment:** computer with high speed Internet, headphones or speakers, microphone, file storage (e.g. flash drive, external hard drive, J: drive, email, etc...), MS Word and PowerPoint or equivalent, Adobe Acrobat, Blackboard, and ASU email access. For free software downloads click here. For equipment click on the ASU Computer Lab.

Assignments

<table>
<thead>
<tr>
<th>Points</th>
<th>Section</th>
<th>Assignment (*MWA = Major Writing Assignment)</th>
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<tbody>
<tr>
<td>10</td>
<td>2</td>
<td>MWA 1: Literacy Narrative</td>
</tr>
<tr>
<td>15</td>
<td>3</td>
<td>MWA 2: Literacy Factsheet</td>
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<tr>
<td>20</td>
<td>4</td>
<td>MWA 3: Writing Instruction and Digital Technology Letter</td>
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<tr>
<td>25</td>
<td>5</td>
<td>Final Portfolio</td>
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<tr>
<td>10</td>
<td>6</td>
<td>Presentation</td>
</tr>
<tr>
<td>10</td>
<td>All</td>
<td>Quizzes (over chapter readings, lectures, and assignment descriptions)</td>
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<tr>
<td>10</td>
<td>All</td>
<td>Discussion Board Posts/Responses (50% original posts and 50% peer response)</td>
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<tr>
<td>100</td>
<td>Total</td>
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Online Class Behaviors and Attendance
Be courteous when communicating online with me and your peers. Attendance or tardiness does not factor into your final grade. **Submitting your completed work on time is your sole**
responsibility and objective. Assignment requirements are posted in Blackboard in advance. No extensions will be given for assignments because of holy days or school sponsored events as a result (see the Grading Policy below).

Email Policy
ASU Email is the best way to contact me. I check email 8 am-5 pm M-TH (excluding 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 school-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 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 (check with your teacher aid for more)
- 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 before midnight (12:00 am CST) on the dates below. Quizzes are due Tuesdays, Discussion Posts are due Wednesdays, and Final Drafts and Peer Responses are due Thursdays (with the exception of the Presentation Assignment at the end of the semester). Rough and final drafts of major assignments are in red. (Note: MWA=Major Writing Assignment).

<table>
<thead>
<tr>
<th>Section 1: Welcome to the Course and Grammar Review</th>
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<tbody>
<tr>
<td><strong>Week 1-August 26-30:</strong></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
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<tr>
<td>1. Read the Course Syllabus</td>
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<td>2. View Welcome Video and Lecture 1</td>
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<tr>
<td><strong>Tuesday</strong></td>
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<td>3. Read “Academic Literacies” (page 1) and “Rhetorical Situations” (page 53) in the <em>Norton Field Guide to Writing (NFGW)</em></td>
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<td>4. Watch <em>Why Good Writers Rule the World</em></td>
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<td>5. Take Quiz 1</td>
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<tr>
<td><strong>Wednesday</strong></td>
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<td>6. Upload your photo to Blackboard</td>
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<td>7. Respond to Discussion Board #1</td>
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<tr>
<td><strong>Thursday</strong></td>
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<td>8. Post Peer Responses to Discussion Board #1</td>
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<tr>
<td><strong>Friday</strong></td>
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<tr>
<td>9. Begin reading/viewing assignments for next week</td>
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| **Week 2-September 2-6:**                          |
| **Monday**                                        |
| 1. Read “Writing a Literacy Narrative” (page 73) “Rebel Music” (page 640), “Se Habla Español” (page 645), Mother Tongue” (page 649), and “Lost and Found” (page 656) in NFGW |
| **Tuesday**                                       |
| 2. View Lecture 2                                 |
| 3. Watch these videos about peer reviews: *Peer Writing Review Process, Peer Review: Commenting Strategies, Top 10 Mistakes* |
| 4. Take Quiz 2                                    |
| **Wednesday**                                     |
| 5. Take Grammar Diagnostic Test                   |
| 6. Respond to Discussion Board #2                 |
| **Thursday**                                      |
| 7. Post Peer Responses to Discussion Board #2      |
| **Friday**                                        |
| 8. Begin reading/viewing assignments for next week |

| Section 2: Literacy Narrative                     |
Week 3-September 9-13:
Monday
2. View Lectures 3a and 3b
Tuesday
3. Take Quiz 3
4. Begin rough draft of Literacy Narrative (MWA 1)
Wednesday
5. Post Rough Draft of Literacy Narrative (MWA 1) to Discussion Board #3
Thursday
6. Post Peer Responses to Discussion Board #3
Friday
7. Begin revising Literacy Narrative based on peer feedback

Week 4-September 16-20:
Monday-Wednesday
1. Revise Literacy Narrative based on peer feedback
2. Visit the Writing Center online or in person (optional)
Thursday
3. Turn in Final Draft of Literacy Narrative to Blackboard Assignment (not emailed or posted to discussion board)
Friday
4. Begin reading/viewing assignments for next week

Section 3: Literacy Factsheet

Week 5-September 23-27:
Monday
1. Read “Arguing” (page 355) and “Designing Text” (page 597) in NFGW
Tuesday
2. View Lecture 4
3. Take Quiz 4
Wednesday
4. Respond to Discussion Board #4
Thursday
5. Post Peer Responses to Discussion Board #4
Friday
6. Begin reading/viewing assignments for next week

Week 6-September 30-October 4:
Monday
1. Read “Using Visuals” (page 607), “Acknowledging Sources, Avoiding Plagiarism” (page 491), and skim “MLA Style” (page 500) in *NFGW*
2. View Lecture 5
3. Watch video on how to create a factsheet in Word

**Tuesday**
4. Take Quiz 5
5. Begin rough draft of Literacy Factsheet (MWA 2)

**Wednesday**
6. **Post Rough Draft of Literacy Factsheet (MWA 2) to Discussion Board #5**

**Thursday**
7. Post Peer Responses to Discussion Board #5

**Friday**
8. Begin revising Literacy Factsheet based on peer feedback

**Week 7-October 7-11:**

**Monday-Wednesday**
9. Revise Literacy Factsheet based on peer feedback
10. Visit the [Writing Center](#) online or in person (optional)

**Thursday**
11. **Turn in Final Draft of Literacy Factsheet to Blackboard (do not email me or post to discussion board)**

**Friday**
12. Begin reading/viewing assignments for next week

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**Section 4: Writing Instruction and Digital Technology Report**

**Week 8-October 14-18:**

**Monday**

**Tuesday**
2. Watch this video on [Writing Anxiety](#)
3. View Lecture 6
4. Take Quiz 6

**Wednesday**
5. Respond to the Discussion Board #6

**Thursday**
6. Post to Peer Responses to Discussion Board #6

**Friday**
7. Begin reading/viewing assignments for next week
### Week 9-October 21-25:

**Monday**  
1. Read “Writing as an Inquiry” (page 281), “Assessing Your Own Writing” (page 301), and “Kids’ Stuff” (pages 912) in *NFGW*  
2. View Lecture 7

**Tuesday**  
3. Take Quiz 7  
4. Begin Rough Draft of Writing Instruction and Digital Technology Letter (MWA 3)

**Wednesday**  
5. **Post Rough Draft of Writing Instruction and Digital Technology Letter (MWA 3) to Discussion Board Post #7**

**Thursday**  
6. Post Peer Responses to Discussion Board #7

**Friday**  
7. Begin reading/viewing assignments for next week

### Week 10-October 28-November 1:

**Monday**  
1. Read “Getting Response and Revising” (page 306) and “Editing and Proofreading” (page 313) in *NFGW*

**Tuesday**  
2. Quiz 8

**Wednesday**  
3. Revise Writing Instruction and Digital Technology Letter based on peer feedback  
4. Visit the [Writing Center](#) online or in person (optional)

**Thursday**  
5. **Turn in Final Draft of Writing Instruction and Digital Technology Letter to Blackboard Assignment (do not email me or post to discussion board)**

**Friday**  
6. Begin reading/viewing assignments for next week

### Section 5: Final Portfolio

#### Week 11-November 4-8:

**Monday**  
1. Read “A Sample Self-Assessment” (page 323) and “Comparing and Contrasting” (page 380) in *NFGW*

**Tuesday**  
2. Watch this video on [Rewriting](#)
3. View Lecture 8  
4. Take Quiz 9

**Wednesday**  
5. Post to the Discussion Board #8

**Thursday**  
6. Respond Peer Responses to Discussion Board #8
Friday
7. Begin reading/viewing assignments for next week

**Week 12-November 11-15:**

**Monday**
1. Read *The Purpose of Repurposing Content*, and [this article on Audience](#).

**Tuesday**
2. View Lecture 9
3. Take Quiz 10

**Wednesday**
4. Post to the Discussion Board #9

**Thursday**
5. Post Peer Responses to Discussion Board #9

**Friday**
6. Begin writing Rough Draft of Final Portfolio

**Week 13-November 18-22:**

**Monday-Tuesday**
1. Work on Rough Draft of Final Portfolio

**Wednesday**
2. [Post Rough Draft of Final Portfolio to Discussion Board Post #10](#)

**Thursday**
3. Post Peer Responses to Discussion Board #10

**Friday**
4. Start revising Final Portfolio based on peer feedback

**Week 14-November 25-29:**

**Monday-Friday** Holiday! Nothing due.

**Week 15-December 2-6:**

**Monday-Wednesday**
1. Revise Final Portfolio based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

**Thursday**
3. Turn in Final Draft of Final Portfolio to Blackboard Assignment (do not email me or post to discussion board)

**Friday**
4. Begin reading/viewing assignments for next week

**Section 6: Presentation**

**Week 16-December 9-13 (Finals Week):**
<table>
<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>1. Read “Giving Presentations” (page 625)</td>
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<tr>
<td>2. Read/view presentations: (1) <a href="#">Death to PowerPoint</a>, (2) <a href="#">How to Give an Awesome (PowerPoint) Presentation</a></td>
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<tr>
<td>3. View Lecture 11</td>
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<tr>
<td>4. Begin Presentation Assignment</td>
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<table>
<thead>
<tr>
<th>Tuesday</th>
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<td>5. Extra Credit: Quiz on Presentations</td>
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<td>6. Complete All Extra Credit Assignments (optional)</td>
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<td>7. Continue working on Presentation Assignment</td>
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<tr>
<th>Wednesday (Last day of assignments!)</th>
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<tr>
<td>8. Turn in Final Draft of Presentation to Blackboard Assignment (do not email me or post to discussion board)</td>
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