ENGL 1302
Dual Credit - Spring 2020

Sections
.CR1 – Crane HS
.GL1 – Goldthwaite HS
.HS – Home School
.IR1 – Iraan HS

Instructor
Dr. Dessie Davis
dessie.davis@angelo.edu
325-486-6140
Academic 001B (Southeast corner of the Academic building; underground level)

Office Hours
TR 8:30am – 11:30pm
If you call and I do not answer, please follow up with an email. You are welcome to leave a voicemail, but it will be difficult for me to return the call.

Required Materials
- A binder specific to this course; put everything in it!
- Reliable computer and Internet access
- 3 different color highlighters
- Pens/pencils/paper

Grade Breakdown

Course Description: Per the ASU course catalog, English 1302 is a course in critical reading and writing across the curriculum, including the research process and research paper. Prerequisite: Students must pass English 1301T or English 1301 or have earned equivalent credit.

This class will continue to build on your skills from English 1301, but the focus will be on applying those skills to academic works in an academic manner.

Student Learning Outcomes: Upon successful completion of this course, you should be able to:

- Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library sources.
- Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context and use relevant and appropriate content for academic audience, medium, and message.
- Work individually and collectively toward a shared purpose or goal with the members of the team to create drafts and/or presentations and evaluate each team member’s work and contribution.
- Identify your own core beliefs and the sources of those beliefs in order to connect your choices and actions to decision making and to evaluate possible consequences of your decisions.
Required Text
*Norton Field Guide to Writing with Readings and Handbook, 4e.*

Any page number references in the course will be to the 4th edition. If you do not have the 4th edition, you will have to find the correct page numbers in the edition you are using. If the edition you have does not include the grammar handbook, it is your responsibility to find a reliable alternative source. One such source is [https://grammarbook.com/](https://grammarbook.com/).

This course will also utilize Blackboard. There will be Word documents, Power Point presentations, and links to external sites (along with other possible content) that you must access via Blackboard. Be sure your computer is compatible with Blackboard and that you have reliable, consistent Internet access. “My computer wouldn’t/didn’t/couldn’t…” is not going to be a reason for me to make exceptions to course policies.

**Course Average**
The course is divided into three units: summary, analysis, and synthesis. Your course average will be based on the following weighted categories/assignments. Each assignment will be identified as either low stakes (LSA) or high stakes (HSA) at the time it is assigned.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSA</td>
<td>Will include required emails, rough drafts, grammar work, peer editing, homework, and other work identified as low stakes</td>
<td>15%</td>
</tr>
<tr>
<td><strong>HAS – All HSAs must be submitted in order to pass the course.</strong></td>
<td><strong>Capstone Summary (CS)</strong> – prose summary submitted individually at the end of summary unit</td>
<td>20%</td>
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<tr>
<td></td>
<td><strong>Partner Analysis (PA)</strong> – completed and submitted during the analysis unit of the course</td>
<td>15%</td>
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<tr>
<td></td>
<td><strong>Capstone Analysis (CA)</strong> – prose essay completed and submitted individually at the end of the analysis unit</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td><strong>Research Portfolio (RP)</strong> – multi-component project submitted individually at the end of the synthesis unit</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td><strong>Final Exam (FE)</strong> – reflective prose work completed and submitted individually during finals week</td>
<td>10%</td>
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</tbody>
</table>

College-level courses may include controversial and/or sensitive material. Students are expected to have the mental and emotional readiness for college-level rigor and content.
Typed Work Requirements
All typed assignments must follow current MLA format requirements:

- 1” margins on all sides
- MLA supports instructor choice of font, and I want Times New Roman, 12 pt.
- Double-spaced throughout (remove extra space between paragraphs)
- Header in upper right-hand corner (in the actual header area, in appropriate font)
- Heading in the upper left-hand corner of the body of page 1
- I do not want a cover page.
- Original, interesting title (repeating the assignment name is NOT a title)
- Each body paragraph indented ½” (do NOT use the space bar, use the tab key)

Learning how to accurately use and document the use of sources is part of the course, but it will not be part of every assignment. Students often choose to include quotes, summaries, and/or paraphrases even when it is not required. *Any time* you include quotes, summaries, or paraphrases of source material, you must include MLA formatted in-text citations and work(s) cited page. The course will contain information on both, and the course text contains information on both.

If necessary in-text citations are not present OR the necessary work(s) cited page is not included, 20 points will be deducted from your grade. If in-text citations AND a work(s) cited page are not included but should be, you will receive a 0 (zero) for plagiarism.

Grading
Typed work will be submitted via Blackboard. I strongly suggest you use Microsoft Word to complete typed work for this course. If you choose to use Google Docs, the online version of Word, or another program, you will struggle formatting your documents correctly, and you will struggle when submitting work to Blackboard. As an ASU student, you have access to a free copy of the student version of Microsoft Word, which is compatible with both PCs and MACs. For your free version, go to [https://www.angelo.edu/services/technology/support/o365/](https://www.angelo.edu/services/technology/support/o365/) and follow the Get Started instructions.

Assignments will be accompanied by specific instructions. All work will be graded based on the degree to which the work fulfills stated expectations and criteria and demonstrates mastery of course content based on rubrics as appropriate. Whenever possible, I will provide feedback in addition to a grade for your work. For assignment submitted in Blackboard, there are two types of feedback: general comments and in-line. General comments will be in the comments box; the in-line comments will require you to click on blue boxes in the body of the assignment. You are expected to read my feedback and apply it to all subsequent assignments.

In order for me to access your work and provide quality feedback, you need to submit one of these file types: .doc, .docx, or .pdf. If I cannot open your file, I will input a grade of 0 (zero). It is your responsibility to contact me to see if there are any options for resubmission. If your file is a type other than the three listed here, I will only be able to make general comments and input a grade. You will not have the quality feedback you need to improve future assignments in the course.
Final averages will be determined according to the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Late Work
Late work is not in your best interest. It means you will not have my feedback to apply to the next assignment, and it means your workload will be larger than it needs to be. If you do submit work late, the following policies will be applied:

- **Low Stakes Assignments** – Accepted up to 72 hours after the original due date and time. The highest grade possible will be a 75.
- **High Stakes Assignments** – Accepted up to 72 hours after the original due date and time. A penalty of 10% per 24 hours will be assessed.
- **Final Exam** – No late work is accepted.

If you feel you have a reason that warrants an exception to this course policy, it is your responsibility to contact me as soon as possible. It is likely that I will require some sort of documentation of your reason. I will decide whether to accept late work on a case-by-case basis. In an online course, it can be hard to remember that the instructor is a real person with real life experiences.

Attendance
Attendance in an online course is established by being an active learner. In this course, attendance will be tracked using “academically relevant activity.”

What Counts
- Participating in an assigned activity (e.g. submitting work, taking tests/quizzes, participating in assigned group work, posting in discussion boards)
- Completing interactive tutorials or interactive, computer-assisted instruction
- Discussing the course’s subject matter in the course with other students in the course or via email with the instructor

What DOES NOT Count
- Attendance on your high school campus
- Logging into Blackboard
Discussions not reflective of course subject matter (e.g. emailing the instructor about plans for submitting an assignment, requesting extensions for due dates, notifying the instructor of an illness, discussion board posts about extracurricular activities, etc.)

If I determine that you are not attending class, I will email you. Your school counselor will be copied on the email. Further actions will be determined at that point.

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Student Conduct Policies
All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Arts and Sciences adheres to the Statement of Academic Integrity

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook.

Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.
Student Writing Samples
Enrolling in this course means you agree to share samples of your writing for the purpose of mastering the stated student learning objectives. All identifying information will be removed.

Writing Center
The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions for and recommendations about organization, paragraph development, grammar, documentation, etc. However, tutors cannot edit papers. They are capable of helping student either face-to-face or via e-submission of papers. To learn more about their services, visit the Writing Center website at https://www.angelo.edu/dept/writing_center/.

Student Disability Services
ASU 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 of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is Ms. Dallas Swafford (325-942-2047; dallas.swafford@angelo.edu; Houston Harte University Center 112).

Title IX
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: www.angelo.edu/incident-form
• Face to Face: Mayer Administration Building, Room 210
• Phone: 325-942-2022
• Email: 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 (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171). For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix

(Keep Scrolling)
Tentative Course Calendar
Changes to weeks and/or included content may occur at any time due to student needs as evidenced in their writing for this course or as a reflection of changes to university curriculum. All HSAs are identified; other LSAs may be assigned.

Unit 1 – Summary
➢ Week 1 – course Syllabus, MLA template (LSA), Library Web Quest (LSA)
➢ Week 2 – Summary/Annotation notes, begin first summary
➢ Week 3 – submit first summary (LSA), notes on X words, work with partner to begin second summary
➢ Week 4 – complete partner summary (LSA), begin CS
➢ Week 5 – required emails for CS (LSA), CS due (HSA)

Unit 2 – Analysis
➢ Week 6 – notes on analysis, analysis of social media examples, work on partner analysis
➢ Week 7 – partner analysis due (HSA)
➢ Week 8 – notes on analysis of academic sources, begin analysis of academic source, submit grammar work (LSA)
➢ **Week 9: Mar. 9 – 13 is Spring Break**
➢ Week 10 – discuss essay form for analyses, begin CA
➢ Week 11 – continue CA, notes on thesis statements and topic sentences
➢ Week 12 – notes on conclusions, peer review of CA, CA due (HSA)

Unit 3 – Synthesis
➢ Week 13 – begin RP (LSA), interview questions (LSA), interview first contact
➢ Week 14 – annotated bibliography format, entries for CS and CA, notes on finding Internet sources
➢ Week 15 – find Internet sources, add to annotated bibliography (LSA), synthesis exercise
➢ Week 16 – synthesis of annotated bibliography sources, RP due (HSA), submit grammar work (LSA)

Finals Week: May 4 – 8; The final will be assigned on May 4 and due on May 6.