Instructor: Mr. Scott  
Office: Academic Building, Room 001 B  
Phone: (325) 486-6140  
Email: rscott@angelo.edu  
Outside of Class Contact: M/T/W/T 8:30 a.m. – 11 a.m.

Section One: Course Description, Outcomes, and Objectives

**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). In layman’s terms, this means you are going to build and strengthen your ability to identify information, analyze information, use information, and synthesize information. We will work on these skills in the order listed, and each successive skill will require mastery of all previous skills.

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

- 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.

**Course Objectives:** To help you achieve the learning outcomes above, I have prepared lessons, readings, and assignments that will help you:

- Develop skill in expressing yourself orally or in writing
- Learn how to find and use resources for answering questions or solving problems
- Learn to analyze and critically evaluate ideas, arguments, and points of view

**Methods of Assessing Learning Outcomes:** Core student learning outcomes will be assessed through course assignments.
Section Two: Student Responsibilities, Grading, Assignment Submissions

**Required Materials:**
- **Textbook:** No textbook required. All reading materials for this course will be posted in Blackboard.
- **Headset and Microphone:** While many computers have microphones and cameras, it is still recommended that you purchase an inexpensive headset with a microphone. The reason is twofold. First, the headset will allow you to block out outside distractions. In addition, I have found that when students use the computer microphone connected to their computers, there is often an echo or feedback that makes understanding difficult.
- **Computer:** Even though this is an on-line class, you must have the capabilities of producing and submitting Word documents that meet format requirements for the assignments.
- **Internet:** If you do not have access to capable internet services, you should not be enrolled in this course.

**Blackboard (Bb):** As a student enrolled in this course, you are enrolled automatically in Blackboard (Bb) for this course. Through Bb you have access to:
- **Course Syllabus:** The course syllabus will be posted in Bb, but there will also be “Weekly Schedules” posted in the main menu on the left on your Bb page. The Weekly Schedule will tell you what is due each day and by the end of the week.
- **Virtual Live Classroom Sessions:** I will conduct live sessions using Collaborate in Bb four days a week (Monday, Tuesday, Wednesday, & Thursday). The sessions will begin at 8:30 a.m. and be recorded for those who are unable to attend; however, you will only be able to ask questions and actively participate if you attend the live session. I strongly encourage you to attend all live sessions. At the end of each lecture, I will have time to discuss questions and live one-on-one sessions for those who wish to consult with me.
- **Recorded Classroom Instruction:** All live lecture sessions will be recorded. If you are unable to attend the live session, you must watch the recorded sessions. During each session, I will give out random verification items you will need to turn in to receive credit for viewing the session. There may also be recorded lessons from time to time which you will need to view for important information.
- **Course Materials:** All assignment and instructions will be available in Bb. This will include assigned readings, slide show presentations, quizzes, and exercises.
- **Presentations:** presentation may take on a variety of genre’s including recorded instruction, PowerPoint slides, and videos.
- **Submission Links:** All assignments will be submitted through Blackboard. All assignments must be submitted as a MicroSoft Word document. If you submit some other file type other than a Word document file, it is possible that I will be unable to open your submission and grade your paper. In such cases is it possible that an incorrect file may result in a zero for the assignment.
Technical Support: This class is an on-line course and as a result you should not be enrolled if you do not have the capabilities to fully participate. Because this is an on-line class, it is essential that you have access to internet services in order to fully participate. If you have technical problems with Bb, you can contact ASU technical support through one of the following methods:

- Phone: (325) 942-2911
- Email: servicecenter@angelo.edu
- Web: http://www.angelo.edu/services/technology/

Assignment Submission Policies: All assignments will be submitted to Bb. Graded submissions, along with my comments, will be returned to you in Bb and can be found in your Bb gradebook.

Late Submissions: All elements of an assignment (draft reviews, worksheets, exercises, final copies, and/or other Bb submissions) are due at the assigned time and date. Late submissions will not be accepted, resulting in a zero for that assignment. Any exceptions must be approved by me on an individual basis.

Lost Work: You need to devise a strategy for securely storing digital files and back-up files. You must keep back-up files for all work as hard drives can fail and flash drives can disappear. Back up all your work in multiple locations. I will not accept technological breakdowns or lost files as a valid excuse for missing assignment deadlines.

Grading: You are responsible for keeping up with the schedule outlined in the course syllabus. Not attending the virtual live session or failing to watch the recorded session is not an excuse for a lack of preparedness.

Grade Determination:

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class Participation (live session or recorded session verification)</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<td>Draft Reviews</td>
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<td>Research Proposal</td>
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<td>Assignment One (Summaries)</td>
<td>15%</td>
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<td>Assignment Two (Annotated Bibliography)</td>
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<td>Assignment Three (Research Project)</td>
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<td>Final</td>
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<td><strong>Total</strong></td>
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*Last Day to Drop with a “W” Friday, June 19th*

- **Class Participation:** participation will be determined through session verification submission. During each live session (and recorded session), I will randomly give out various items you will need to write down. You will then type the verification items in a Word document and submit it to the Session Verification Link provided for each session. Failure to submit the verifications before the end of each week (Sunday midnight) will
result in a zero for any missing verifications. While you may review sessions after the deadline, you cannot receive credit unless you complete the sessions before midnight Sunday of each week.

- **Quizzes:** there will be some short quizzes during this course. They will mostly cover instructional materials posted in Blackboard. There will be a limited time to complete the quizzes and failure to meet the deadline will result in a zero.

- **Draft Reviews:** because it will not be possible to conduct peer-review sessions, there will be “draft review” submissions for each of the major assignments. That means that you will submit to Bb a draft of the assignment, and I will review it and make comments about needed revision. Draft reviews are pass/fail. That means that if you submit an appropriate draft, you will receive a 100 for a grade. If you fail to submit or fail to submit an appropriate draft, you will receive a zero. The review will be somewhat similar to what you might experience if you visited the Writing Center. I will not edit or revise your entire draft; instead, I will make comments on one or two paragraphs and expect you to take those comments and apply it to the rest of your paper. Please note, turning in review drafts is not optional. If you do not turn in any “draft review,” for an assignment, I will not grade your final draft and you will receive a zero for that assignment.

**Using Student Writing in the Classroom:** Sometimes, I may use student writing or Bb postings for discussion or workshops. I do this because you can learn things from your peers’ that are hard to learn from any other source. This means that each student may have his or her writing (anonymously) discussed at some point. If you turn something into me that you do not want to share with others, please let me know when you turn it in. If you have any concerns, please let me know.

**Plagiarism Policy:** Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail; so, there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

**Types of Plagiarism:** Plagiarism can include any of the following:
- Failing to quote material taken from another source
- Failing to cite material taken from another source
- Submitting writing that was written by another person or for another class
- Submitting writing that was substantially edited by another person

**Possible Consequences:** The instructor and the English Department Chair decide the academic consequences to be imposed, depending on the seriousness of the violation. Sanctions include the following:
- Adequately redo or revise the assignment in question
- Fail the assignment in question
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students

Section Three: Course Policies & Services

Attendance Policy: Attendance will be established through Session Verifications. Live sessions will be conducted Monday through Thursday beginning at 8:30 a.m.; how long those session will last will be determined by the course material being presented and the number of those who attend the live session. I encourage you to attend all live sessions as it gives you an opportunity to ask questions and give me feedback so I can assess whether or not instruction is clear. At the end of each lecture in each session, there will be time to answer questions. One-on-one sessions can also be arranged if you have something you want to discuss (one-on-one sessions will not be recorded). Using email to ask questions is acceptable, but there are limitations and it is very time consuming and therefore not as effective as having a live conversation; so, attending and asking questions during the live session is the best method for getting clarification.

If you are unable to attend the live sessions, you must review the recorded sessions. You also must submit the Session Verification for each session. If you do not attend the live sessions, do not expect me to clarify instructions through email. You are expected to take notes and to review any materials or recordings in order to figure out what is required.

The Writing Center: Access to the Writing Center will be limited to their on-line capabilities. It is still highly recommended that you use those capabilities to help you with your written assignments.

https://www.angelo.edu/dept/writing_center/

Academic Honesty: 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.

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: https://www.angelo.edu/dept/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 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.

Student Absence for Observance of Religious Holy Days: “A student who intends to observe a religious holy day should make that intention know in writing to the instructor prior to the absence.”

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: www.angelo.edu/incident-form  
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 (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.

Section Four: Course Syllabus

Readings: Assigned readings are due by the end of each week (Saturday midnight). The content of each reading may or may not be discussed in the lecture; however, you are responsible for understanding the reading. You are also responsible for presentations and other course materials made available through Bb.

Syllabus Schedule: The schedule for this course is likely to change at some point. Any changes to the schedule will be announced via Bb email.

Week One: June 1st-5th

Monday 6/1
Lecture: Course Introduction, Discourse Communities, & The Information Cycle

Tuesday 6/2
Lecture: Identifying a Topic, Developing a Research Question, USearch, Choosing Keywords, Finding Articles
Assignment: Research Proposal
Homework: Identify a topic and find two academic articles using Usearch

Wednesday 6/3
Lecture: Publication Information, Abstracts, Academic vs. Layman, Summarizing, & MLA Format
Assignment: Assignment One: Summaries
Homework: Summaries review draft

Thursday 6/4
Lecture: MLA Documentation Introduction & Plagiarism
Homework: Continue summary review draft

Friday 6/5
Due to Blackboard by midnight: Draft Review Summaries

Sunday 6/8
Due to Blackboard by midnight: Week One Session Verifications
Week Two: June 8th-12th

Monday 6/8  
**Lecture:** Bibliography Citations, In-text Citations, & Annotations  
**Assignment:** Annotated Bibliography  
**Homework:** Find Four Articles and Develop Four MLA Citations  
Due to Blackboard by midnight: Research Proposal

Tuesday 6/9  
**Lecture:** Formatting MLA Work Cited Page, How to Quote, & MLA Research Format  
**Homework:** Begin Bibliography Draft Review  
Due to BlackBoard by midnight: Assignment One—Summaries

Wednesday 6/10  
**Lecture:** Adding Annotations to Bibliography & Incorporating Sources into Research  
**Homework:** Continue Annotated Bibliography Draft Review

Thursday 6/11  
**Lecture:** Developing a Thesis, & Drafting Research Paper  
**Homework:** Continue Annotated Bibliography Draft Review & Begin Research Draft

Friday 6/12  
Due to Blackboard by midnight: Draft Review Annotated Bibliography

Sunday 6/14  
Due to Blackboard by midnight: Week Two Session Verifications

Week Three: June 15th-19th

Monday 6/15  
**Lecture:** Introduction Paragraph, Drafting Research & Incorporating Sources  
**Homework:** Continue Draft Review of Research Paper  
Due to Blackboard by midnight: Quiz One: MLA Documentation

Tuesday 6/16  
**Lecture:** Developing Paragraph Organization and Concluding Paragraph  
**Homework:** Continue Draft Review of Research Paper  
Due to BlackBoard by midnight: Assignment Two—Annotate Bibliography

Wednesday 6/17  
**Lecture:** Mini Grammar Lesson—Active and Passive Voice, Sentence Revision  
**Homework:** Continue Draft Review of Research Paper  
Due to BlackBoard by midnight: Research Draft Revision One
Thursday 6/18
Lecture: Proof Reading, Combining Research Paper and Works Cited Page
Homework: Continue Draft Review of Research Paper

Friday 6/19
Due to BlackBoard by midnight: Research Draft Revision Two
Last Day to Drop with “W”

Sunday 6/21
Due to Blackboard by midnight: Week Three Session Verifications

Week Four: June 22nd-26th

Monday 6/22
Lecture: TBA
Due to Blackboard by midnight: Quiz Two: Quotations

Tuesday 6/23
Lecture: TBA

Wednesday 6/24
Lecture: TBA
Due to BlackBoard by midnight: Research Project

Thursday 6/25
Assignment: Final Reflection Essay
Homework: Begin Drafting Final Reflection Essay

Friday 6/26
Homework: Continue Drafting Final Reflection Essay

Sunday 6/28
Due to Blackboard by midnight: Week Four Session Verifications

Week Five: June 29th-July 1st

Monday 6/29
Lecture: TBA
Homework: Continue Drafting Final Reflection Essay

Tuesday 7/1
Due to BlackBoard by midnight: Final Reflection Essay