

# ENGLISH 1301

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*English Composition – Summer I 2020*

Dr. Katie Jones

Office: Academic 001D

Phone: 486-5472

Office Hours: meeting times by appointment only

**Note: If you make arrangements to meet with me in my office, you must wear a face covering.**

Email: [njones5@angelo.edu](mailto:njones5@angelo.edu)

Emphasizing the writing process, the course offers abundant practice in producing effective prose essays as well as in analyzing and discussing selected readings. ***Prerequisite: Students must complete the English Texas Success Initiative (TSI) requirements.***

*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: YOU WILL PURCHASE THE ONLINE SOFTWARE WITHIN THE FIRST FEW DAYS OF THE COURSE USING A DEBIT / CREDIT CARD.**

## **ATTENDANCE:**

Because this course is entirely completed online, attendance will not be taken; however, you should plan to watch the designated instructional video posted in Blackboard each day.

## **OTHER POLICIES:**

### ***Weekly Syllabi:***

- Weekly syllabi, which provide a detailed list of assignments covered as well as homework assignments, are posted in Blackboard every Monday. You should consult these syllabi every day to make sure you understand the sequence of activities in the course and the deadlines.

### ***Written Work:***

- All written work must be submitted using Microsoft Word. **DO NOT USE GOOGLE DOCS IN THIS COURSE.** If your computer does not have Word, you can contact IT at 325-942-2911 or <https://www.angelo.edu/services/technology/support/purchasing/> to download Office 365 at no charge to you.
- Be sure to follow the instructor's specific directions when submitting assignments as explained on assignment sheets in Blackboard.
- ASU students are issued an ASU email and a computer access account when they register. If you are having trouble accessing Rampart, your email account, or Blackboard, contact IT at 325-942-2911 to resolve those issues. **All students must have their computer access account by the second day of class.**
- Each day that an assignment is late, ten points will be deducted from the grade on that assignment. After one week, the late assignment will receive a grade of zero.
- Because this is a summer course, material is covered at a rapid pace. Each week, you will submit a few assignments. It is your responsibility to keep up with deadlines and due dates.
- **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.

## **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 submit drafts to the Center for each of their writing assignments using the e-submission service. Please be aware work should be submitted at least 48 hours before it is due. Go to the Writing Center website at [https://www.angelo.edu/dept/writing\\_center/](https://www.angelo.edu/dept/writing_center/) and follow the instructions for e-submissions.

## **GRADES:**

Email Assignment	5%
Summary	10%
Summary-Response	20%
Literacy Narrative	20%
Illustrative Essay	20%
Reflective Blog	10%
Other Assignments / Cengage MindTap	15%
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Total	100%

### Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and Below	F

## **YOUR RESPONSIBILITIES:**

First, it is paramount that you consult your syllabus daily, watch the daily instructional videos, and carefully read the assignment descriptions and instructions. We will cover course material at a rapid pace, and failing to do these things will likely result in your falling behind very quickly. Another primary factor that will determine your success in this course is your willingness to ask questions as they arise. In this new online environment, I check email regularly throughout the day and often even during the evening and reply to emails as promptly as I can. This course centers around numerous and frequent reading and writing assignments. Be prepared to spend several hours each week preparing these assignments.

## **CONTACTING ME:**

As I previously mentioned, I check my email frequently and am generally able to respond to questions promptly. 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. Also, I CANNOT COMMUNICATE WITH YOUR PARENTS OR GUARDIANS REGARDING YOUR PERFORMANCE IN THE CLASS ACCORDING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).

## **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 the instructor will not respond to carelessly written messages littered with typographical errors.

## **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. I also use the "Announcements" feature in Blackboard to efficiently deliver information to the entire class. If you do not already have it, download the Blackboard App to make receiving messages and checking your grades convenient.

## **ASU ACADEMIC HONOR CODE:**

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Adhering to the standards of academic integrity ensures grades are earned honestly. **Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.**

**Students must understand the principles of academic integrity and abide by them in all classes and/or course work at the University. Academic Misconduct violations are outlined in Part I, section B.1 of the Code of Student Conduct.** If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

## **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. **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.** <https://www.angelo.edu/services/disability-services/> or 325-942-2047

### **ABSENCE FOR RELIGIOUS HOLY DAYS:**

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.** A student who is excused under Section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

### **POLICIES AND PROCEDURES PURSUANT TO TITLE IX:**

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

#### **Michelle Boone, J.D.**

*Director of Title IX Compliance/Title IX Coordinator*

Mayer Administration Building, Room 210

325-942-2022

[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

**You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).**

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center* at 325-942-2173 or the *ASU Crisis Helpline* at 325-486-6345.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

# English 1301 Course Syllabus

\*\*\*\*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  
MindTap Registration  
Diagnostic Essay  
Email Assignment  
MindTap Diagnostic Pre-Test  
Guidelines for Critical Reading / Example  
Steps for Writing an Effective Summary / Example  
Summary Assignment  
Critically read “Prison Studies” by Malcolm X  
Write Summary of “Prison Studies”  
X Words  
Transitions  
MindTap Assignments

## **WEEK 2**

Rhetorical Appeals (Ethos, Pathos, Logos)  
The Writing Process  
Critically read “With Teen Mental Health Deteriorating over Five Years, There’s a Likely Culprit” for Summary-Response  
Reading Quiz  
Summary - Response Assignment  
Summary-Response Pre-Writing Activity  
Quotation Integration  
Complete first draft of Summary-Response  
Global / Local Peer Revisions  
Complete final draft of Summary-Response  
MindTap Assignments

## **WEEK 3**

Elements of Effective Narratives  
Literacy Narrative Assignment  
Pre-Writing Activity  
Complete first draft of Literacy Narrative  
Writing Center e-submission  
Complete final draft of Literacy Narrative  
MindTap Assignments

#### **WEEK 4**

Paragraph Structure and Development; Thesis Statements  
Illustrative Essay Assignment (Educational Goals)  
Graphic Organizers  
Complete first draft of essay  
Global / Local Peer Revisions  
Complete final draft of essay  
MindTap Assignments

#### **WEEK 5**

Reflective Blog due Wednesday, July 1 (“Final Exam” Day)