English 1301: Writing Composition MWF

Instructor: Mr. Scott
Office: Academic Building, Room 021C
Phone: 325-942-2273
Email: rscott@angelo.edu
Outside Hours: All office visitation will be virtual arranged thought email.

Important Notice: Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students In-class At Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Introduction to Academic Writing

Section One: Course Description, Outcomes, and Objectives

This course emphasizes the writing process and will offer substantial practice in the production of effective prose essays as well as the analysis of selected readings. The prerequisite for this course is that all TSI Requirements must have been met.

ASU Core Curriculum Objectives for English 1301 & Related Course Assessments

Students in English 1301 will practice the following core curriculum learning objectives: critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.
**Critical Thinking:**
1. Students will gather, analyze, evaluate, and synthesize information relevant to a question or issue by employing problem-solving strategies that generate positions and arguments and by examining the basic principles of information-gathering to support a thesis.
2. Students will then develop and demonstrate a logical position (i.e. perspective, thesis, and hypothesis) that acknowledges ambiguities or contradictions by analyzing and evaluating their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

**Communication:**
1. Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, and/or circumstances relevant to written communication by using relevant and appropriate content for the specific rhetorical situation in order to express their purpose(s) effectively.

**Teamwork:**
1. Students will consider different viewpoints as a member of a team by working toward a shared purpose or goal with members of their team and by creating and evaluation their peers’ drafts, presentations, and arguments.
2. Students will work effectively with others to support and accomplish a shared goal by devoting efforts to team task, interacting with others, contributing to the team and resolving and synthesizing divergent viewpoints within a group.

**Personal Responsibility:**
1. Students will demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making by identifying their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and by recognizing possible consequences of their decisions. Upon successful completion of this course you should be able to:
   a. Apply an understanding of the nature of the writing process by using all phases in writing;
   b. Apply an understanding of the principles of audience analysis by adapting language, structure, and detail to the needs of specific readers;
   c. Apply an understanding of basic prose structures by using them in sentences and paragraphs in essays so readers can easily understand your purpose and follow your progression of ideas;
   d. Generate enough detail to convince readers of the validity of your thesis;
   e. Demonstrate sensitivity and attentiveness to language, applying principles of style and tone to enhance the appeal of the essay;
   f. Write prose largely free of errors in grammar, diction, usage, and mechanics.
In an effort to help you achieve these learning outcomes, I have prepared lessons, readings, and class assignments, listed in the syllabus schedule. These lessons will help you:

1. Develop skills in expressing yourself in writing;
2. Gain factual knowledge about academic writing (the terminology and format of academic writing);
3. Learn fundamental principles, generalizations, and theories (the writing process, writing as thinking).

Prerequisite Skills:
1. Students must be familiar with MicroSoft Word (97-2003, 2007, or later versions). All required assignments must be completed and submitted using Word. You must have the ability to:
   a. Use devices to communicate with other systems to access data, upload, and download;
   b. Use email to create, send, respond, and use attachments;
   c. Use word processing;
   d. Navigate systems such as Blackboard and the internet;
   e. Navigate Windows or MAC operating system to manipulate files using file manager, determine active printer, access installed applications, create and delete directories and files.

Participation Requirements:
1. To be successful, it is important for you to access Blackboard (Bb) frequently, at least every other day for announcements and discussions. It is essential that you access your ASU email every day. Other specific participation requirements are included as part of the course evaluation system and are included in the syllabus.

Section Two: Student Responsibilities, Grading, Assignment Submission

Required Text and Materials
Textbook: No textbook is required; instead, readings will be given through Blackboard.
USB: Each student will need to have at least one USB to be used to save file (more than one is recommended.
Note Taking Materials: All students are required to have note taking material for each class and to have those materials out on your desk. If you are watching a streaming session, you should still be taking notes.
Blackboard (Bb)
To access course materials, course assignments, visual presentations, recorded sessions, and turn in assignments you must have access to Blackboard. All course materials will be posted in Blackboard. Blackboard will also be used to distribute information through emails to student to provide updates and make important announcements. If you are enrolled in a course you are automatically enrolled in Blackboard and will automatically receive any email announcement made through that platform. As a result, it is vital that you regularly check both Blackboard and your ASU email account. Failing to do so will not be accepted as an excuse.

Assignment Submission Policies
All assignments must be submitted through Blackboard. I cannot and will not accept any assignment via email. When you submit an assignment through Blackboard, it is automatically recorded in your Grade Book. I cannot insert materials not submitted through Blackboard to your Grade Book.

Most assignments will be submitted in MLA format. Final submissions for grade must conform to all academic format requirements. Graded assignment must be submitted in Blackboard and will be graded by me in Blackboard and returned to your Grade Book in Blackboard with my comments and grade assessment.

Missing Assignments
All elements of an assignment (draft reviews, exercise worksheets, and final drafts) must be submitted for the assignment to be considered complete. If draft reviews are required for an assignment, then all draft reviews are required to be submitted before I will accept or grade a final draft. Missing draft reviews will have an impact on the final grade, and failure to turn in any draft reviews will result in a zero for that assignment.

Late Submissions
All elements of an assignment are due on the assigned date. No late submission will be accepted resulting in a zero for that assignment. All Blackboard final drafts must be submitted by 11:59 p.m. the day the assignment is due. Any exceptions to this policy must be approved by me in advance of the due date.

Lost Work
You need to devise a strategy for safely securing all of your digital files. You need to backup you files in multiple locations as we all know that hard drives can fail and USB can be lost. I strongly recommend that you print out hard copies of your assignments. I will not accept technological breakdowns or lost file as a valid excuse for missing an assignment deadline.
**Grading**

Students are responsible for keeping up the schedule outlined in the course syllabus. Missing class is not an excuse for lack of preparation or missing assignment deadlines. Information about changes in the syllabus schedule or the content of lectures will be communicated either through Blackboard or through Blackboard email announcements.

**Grade Determination:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes and/or Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Sequence One</td>
<td>15%</td>
</tr>
<tr>
<td>Sequence Two</td>
<td>15%</td>
</tr>
<tr>
<td>Sequence Three</td>
<td>15%</td>
</tr>
<tr>
<td>Reflective Essays</td>
<td>10%</td>
</tr>
<tr>
<td>Draft Reviews</td>
<td>10%</td>
</tr>
<tr>
<td>Final Essay</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**November 10th** is the last day to drop the course with a “W.”

**Section Three: Course Policies & Services**

**Cohort Attendance Policy**

Due to the current University policy concerning Covid 19, there are restrictions on the number of students who can physically attend each class. As a result, a Cohort practice is in place. That means that each student will be assigned a specific day to physically attend class. Those who are not scheduled for that day must watch the live stream that will be made available. Students will be assigned which day (i.e. Monday, Tuesday, Wednesday, Thursday) to attend before the semester begins, and all students are required to attend that day. You cannot change the day you are assigned. In addition, each student will be assigned a seat which you cannot change. There will also be requirements concerning cleaning your seating location (computer) you are assigned to before and at the end of each class. Strict social distancing will be required, as will wearing a face mask. Monday/Wednesday/Friday classes will be divided alphabetically so that half attend physically on Mondays and the other half will physically attend on Wednesday. Fridays will be a live Collaborate Stream class. Tuesday/Thursday classes will be divided for half on Tuesday and half on Thursday. To account for attendance there will be a class participation policy.
Class Participation Policy
As this semester is unique in that all students will not be in physical attendance for each class, the attendance policy will also be somewhat unique. Attendance will be taken for those students who are schedule for the physical class; however, both the students who are in physical attendance and those watching the live stream the policy will must submit to Blackboard a daily verification. Random items will be given out in class. Those items are to be typed in a Word document and submitted before the end of each day of class to a link in Blackboard (there will be a 24 hour grace period for each verification). This is a pass/fail; so, those who submit the verification will receive a 100 for the Class Participation. Those who do not submit by the end of the day will receive a zero for Class Participation.

Regardless of whether you attend physically or view the live stream, you are required to daily participate in the course. If you miss your physical class date, you are still required to view the recorded class room lecture. Recording of each class will be posted in Blackboard. You can view the recorded sessions at any time, but to receive credit for Class Participation, you must submit the verifications within the time allotted.

Attendance Exceptions
There may be at times special circumstances that might require additional consideration on my part (such as medical emergencies). If you come in contact with someone who has tested positive for Covid 19 or you have tested positive for Covid 19, do not attend the physical class. If you have symptoms that suggest you might have Covid 19 or are sick at all, do not attend the physical class. In any case, you need to contact me as soon as possible with an explanation. A student missing a week of classes should notify the Student Life Office and/or the dean. I will only give additional consideration when satisfactory evidence is presented that indicate a catastrophic event has occurred that warrants additional consideration.

Students who participate in sanctioned university events will be given an excused absence; however, you are still responsible for any work that is due and responsible for keeping up with assignments and work due in following classes. In any case you are still responsible for viewing the recorded lectures. You should also contact me about any upcoming absences through email.

The Writing Center
The Writing Center policies at this time have not be codified. There will be an amendment made to the syllabus concerning those policies when they are available.
Academic Honesty

“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. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. 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.” (https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php)

“Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student” (Part I, section B.1 of the Code of Student Conduct).

Special Accommodations
Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, located in room 112 of the University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made. https://www.angelo.edu/services/disability-services/disability-services-policy-statement.php

- 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 activates of the university, or be subjected to discriminating 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.

Student Absences 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.”
Classroom Behavior Policies
- Students who sleep or disrupt the classroom will be asked to leave the room and counted absence.
- Continuous disruptions in the classroom will result in disciplinary action.
- No cell phones or other electronic devices are permitted in class other than for the Wellness Badge check.
- No food or drinks are allowed in the classroom.

Section Four: Course Schedule

Reading Assignments
Readings assigned in the schedule are due by the next class. Even though only half of the class will be in physical attendance, all students are required to complete the readings on time. All readings will be assigned in Blackboard.

Quizzes & Classroom Exercises
All quizzes will be given in Blackboard and will be required to be completed by the end of the day the quiz is assigned. Missing a quiz will result in a zero. The same goes for Exercises that are assigned. No physical work will ever be turned in to me; instead, all work will be completed in the Blackboard platform.

Assignment
All assignments are due the day that they appear on the schedule. Late assignment submissions will be given a grade of zero unless arrangements have been made with me before the deadline. Please note that more detail instructions will be given with each assignment. It is vital that you follow all directions.

Course Schedule
The schedule for this course is likely to change at some point. Any changes to the schedule will be announced in class and announced in a Bb email. Students missing classes are also responsible for any schedule changes. Students who miss class are also responsible for being prepared for the next class. Students who are not prepared with the necessary materials can be counted as absence.

Week One: August 17-21
Mon. 8/17
- Course Introduction: Covid 19 Protocols
  Collaborate Recording: Submitting an Assignment to Blackboard.
- Assignment: Course Syllabus
Wed. 8/19
- Course Introduction: Covid 19 Protocols
  Collaborate Recording: Submitting an Assignment to Blackboard.
- Assignment: Course Syllabus
Fri. 8/21  Collaborate Session: Blackboard Submissions, Course Syllabus, Taking Notes
Due by the end of the day to Blackboard: Verification

Week Two: August 24-28

Mon. 8/24  Lecture: The Writing Process, Rhetorical Stance & Discourse Communities
Assignment: Read the “The Transaction”
Due by the end of the day to Blackboard: Verification

Wed. 8/26  Lecture: Critical Reading and Critical Thinking
Due by the end of the day to Blackboard: Verification

Fri. 8/28  Collaborate Session: Summary and Critical Reading
Due by the end of the day to Blackboard: Verification

Week Three: August 31- September 4

Mon. 8/31  Lecture: Purpose of Summary
Assignment: Sequence One LSA1—Mapping the Structure
Due by the end of the day to Blackboard: Verification

Wed. 9/2  Lecture: Rhetorical Structures, Moves, and Strategies
Due by the end of the day to Blackboard: Verification

Fri. 9/4  Collaborate Session: Writing a Summary, Formatting, and Drafting
Due by the end of the day to Blackboard: Verification
Due by the end of the day to Blackboard: S1LSA1—Mapping the Structure

Week Four: September 7-11

Mon. 9/7  Holiday

Wed. 9/9  Lecture: Common Mistakes When Writing College Summaries
Assignment: Sequence One LSA2--Summary
Due by the end of the day to Blackboard: Verification
Fri. 9/11  Collaborate Session: Mini Grammar Lesson, Common Grammatical Errors
Due by the end of the day to Blackboard: Verification

Week Five: September 14-18

Mon. 9/14  Lecture: Writing a Summary, Formatting, and Drafting Cont.
Draft Review: Due by the end of the day to Blackboard Global Draft
Due by the end of the day to Blackboard: Verification

Wed. 9/16  Lecture: Paragraph Organization & Structure
Due by the end of the day to Blackboard: Verification

Fri. 9/18  Collaborate Session: Objective vs. Subjective
Draft Review: Due by the end of the day to Blackboard Organization Draft
Due by the end of the day to Blackboard: Verification

Week Six: September 21-25

Mon. 9/21  Lecture: Sentence Level Issues
Due by the end of the day to Blackboard: Verification

Wed. 9/23  Lecture: Sequence Two--Argument
Draft Review: Due by the end of the day to Blackboard Local Draft
Due by the end of the day to Blackboard: Verification

Fri. 9/25  Collaborate Session: Identifying a Valid Claim and Presenting a Focused Issue
Due by the end of the day to Blackboard: Verification

Week Seven: September 28- October 2

Mon. 9/28  Lecture: Plausible Reasons and Evidence
Assignment: S2LSA1—Claim and Issue
Due by the end of the day to Blackboard: S1LSA2—Summary
Due by the end of the day to Blackboard: Verification
Wed. 9/30  Lecture: Using Evidence to Support your Reasons
Assignment: S2LSA2—Plausible Reasons and Evidence
Due by the end of the day to Blackboard: Verification

Fri. 10/2  Collaborate Session: Using Evidence to Support your Reasons
Cont.
Draft Review: Due by the end of the day to Blackboard Claim and Issue Paragraph
Due by the end of the day to Blackboard: Verification

Week Eight: October 5-9
Mon. 10/5  Lecture: Acknowledging Opposing Viewpoints
Assignment: S2LSA3—Acknowledging Opposing Viewpoints
Draft Review: Due by the end of the day to Blackboard Plausible Reasons and Evidence Paragraph
Due by the end of the day to Blackboard: Verification

Wed. 10/7  Lecture: Organization of Argument and Concluding Paragraph
Due by the end of the day to Blackboard: Verification

Fri. 10/9  Collaborate Session: How to Quote
Draft Review: Due by the end of the day to Blackboard
Acknowledging Opposing Viewpoints Paragraph
Due by the end of the day to Blackboard: Verification

Week Nine: October 12-16
Mon. 10/12  Lecture: Documentation & Plagiarism
Assignment: S2LSA4—Conclusion
Assignment: Sequence One Capstone—Revised Summary
Due by the end of the day to Blackboard: Verification

Wed. 10/14  Lecture: Putting it all together
Due by the end of the day to Blackboard: Verification
Fri. 10/16  Collaborate Session: Finding Sources using USearch & Evaluating Sources
Draft Review: Due by the end of the day to Blackboard

Conclusion Paragraph
Due by the end of the day to Blackboard: Verification

**Week Ten: October 19-23**

**Mon. 10/19**  Lecture: Documenting Sources
Assignment: Sequence Two Capstone—Argument
Due by the end of the day to Blackboard: Verification

**Wed. 10/21**  Lecture: Incorporating Quotations and In-Text Citations
Assignment: Reflective Essay
Due by the end of the day to Blackboard: Verification

**Fri. 10/23**  Collaborate Session: Attributions & Bibliography
Due by the end of the day to Blackboard: Sequence One Capstone—Revised Summary
Due by the end of the day to Blackboard: Verification

**Week Eleven: October 26-30**

**Mon. 10/26**  Lecture: MLA In-text Citations and Bibliography
Due by the end of the day to Blackboard: Verification

**Wed. 10/28**  Lecture: Adding Additional Sources
Assignment: Sequence Three—Argument 2
Due by the end of the day to Blackboard: Sequence Two Capstone—Argument
Due by the end of the day to Blackboard: Verification

**Fri. 10/30**  Collaborate Session: TBA
Due by the end of the day to Blackboard: Reflective Essay
Due by the end of the day to Blackboard: Verification

**Week Twelve: November 2-6**

**Mon. 11/2**  Lecture: Documentation and Organization
Due by the end of the day to Blackboard: Verification
Wed. 11/4  Lecture: TBA
Due by the end of the day to Blackboard: Verification

Fri. 11/6  Collaborate Session: TBA
Draft Review: Due by the end of the day to Blackboard Draft Review One
Due by the end of the day to Blackboard: Verification

Week Thirteen: November 9-13
Mon. 11/9  Lecture: TBA
Due by the end of the day to Blackboard: Verification

Wed. 11/11 Lecture: TBA
Due by the end of the day to Blackboard: Verification

Fri. 11/13  Collaborate Session: TBA
Due by the end of the day to Blackboard: Sequence Three—Argument 2
Due by the end of the day to Blackboard: Verification

Week Fourteen: November 16-20
Mon. 11/16  Lecture: Discourse Communities and Academic Writing
Assignment: Final Reflective Essay
Due by the end of the day to Blackboard: Verification

Wed. 11/18  Lecture: Review
Due by the end of the day to Blackboard: Verification

Fri. 11/20  Collaborate Session: Conclusion
Due by the end of the day to Blackboard: Verification

Week Fifteen: November 23-24
Mon. 11/23  Final Reflective Essay