PLEASE NOTE: The policies in this course attempt to address an ever-changing situation given the current pandemic. If a situation arises that is not addressed or is addressed ineffectively, we will figure it out together.

COURSE OBJECTIVES
English 1301T is required of students who are not TSI complete or exempt in English. English 1301T emphasizes the writing process and critical reading skills. This course offers substantial practice in the production of effective prose essays as well as the comprehension and analysis of selected readings. In-class activities are supplemented with practice in a software program designed to complement the class work. Successful completion of the course achieves two goals by 1) meeting the English TSI requirement and 2) providing credit for freshman composition, English 1301.

DEVELOPMENTAL EDUCATION REQUIREMENTS
State Mandated Placement
A student’s placement in English 1301T is based on State of Texas requirements. Unless a student is exempt from meeting TSI (Texas State Initiative) standards, state law requires that student to participate in a developmental activity determined by the Department of English and Modern Languages if the student scores less than the minimum standard on the reading or writing sections of the TSI assessment. The State has set the following passing standards in reading and writing.
MINIMUM TSI SCORES TO BE CONSIDERED COLLEGE-READY
  Reading:  351 or greater
  Writing: Multiple choice score below 340, score 4, 5, or 6 on ABE Writing diagnostic,
  AND score of 5 on essay

A student required by state or university regulations to participate in a developmental
education program must be continuously enrolled until that program is successfully
completed (Bulletin).

TSI requirements can be met by successfully completing the English 1301T course.

STUDENT OUTCOMES
To successfully complete an English 1301T course, students should develop the skills to:
  • Take notes routinely;
  • Understand the nature of the writing process and use all of its phases;
  • Understand the principles of audience and adapt language, structure, and detail to the
    needs of specific readers;
  • Understand basic prose structures and apply them on the sentence, paragraph, and essay
    levels 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.

ASU Core Curriculum Objectives for English 1301 and Related Course Assessments

Students in English 1301T will practice the following core curriculum learning objectives in
critical thinking, communication, teamwork, and ethical reasoning. Students will
demonstrate their capabilities in these objectives by completing a variety of assignments.

Critical thinking will be demonstrated in an analytical essay.
  • 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.
  • Students will then develop and demonstrate a logical position (i.e. perspective, thesis,
    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 will be demonstrated in an informative essay.**
- Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, 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 will be demonstrated in a peer editing exercise.**
- 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 evaluating their peers’ drafts, presentations, and arguments.
- 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.

**Ethical reasoning will be demonstrated in a final essay and portfolio.**
- 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.

**REQUIRED SOFTWARE AND MATERIALS**
Traditional classroom equipment, including staplers and hole punches, will NOT be available in the classroom. If you bring your own, you will NOT be allowed to share it in the classroom. The same applies to supplies such as pens, pencils, and highlighters.

- Cengage MindTap Accelerate online software (**ACCESS WILL BE PURCHASED IN CLASS**)
- One three-ring binder for ALL course materials
- Five 3-ring dividers
- Ready access to your Eng 1301T files, whether that be via thumb drive, your student P: drive, or Google docs. There will be no excuses for not having access to your own files/work. This is an issue of personal responsibility. I suggest emailing a copy of your work to yourself.

**ATTENDANCE**
This class will be divided into two cohorts, A and B.

**ENGLISH 1301.T06**
- **Cohort A:** If your last name begins with A-Ma, you are in Cohort A.
- **Cohort B:** If your last name begins with Mo-Z, you are in Cohort B.

**Cohort A**
Cohort A will attend class IN-PERSON on **Tuesdays and Thursdays from 8:00 - 9:10.**

**Cohort B**
Cohort B will attend class IN-PERSON on **Tuesdays and Thursdays from 9:20 - 10:30.**

**ENGLISH 1301.T07**
- **Cohort A:** If your last name begins with A-Ho, you are in Cohort A.
- **Cohort B:** If your last name begins with Hu-Z, you are in Cohort B.
Cohort A
Cohort A will attend class IN-PERSON on Tuesdays and Thursdays from 11:00 - 12:10.

Cohort B
Cohort B will attend class IN-PERSON on Tuesdays and Thursdays from 12:20 - 1:30.

There will be required notes, instructions, and assignments, among other possible items, posted in Blackboard. Check Blackboard every day to ensure that you are prepared for each class meeting.

Excessive unexcused absences (more than FIVE) will cause a student to become ineligible to receive a passing grade in the class. In order to be considered excused, a doctor’s note or official message from the Office of Student Affairs must be provided to the instructor. Exceptions to this policy will be made on a case-by-case basis.

If you feel sick, do NOT come to class. If you are told by a medical professional or University mandate to remain in quarantine or isolation, FOLLOW THOSE INSTRUCTIONS! We will figure out how to keep you engaged in course.

- Students are expected to attend all classes, conferences, and required Writing Center activities unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond their control.
- **Should a serious illness, emergency, or other crisis occur, it is the student’s responsibility to contact Office of Student Affairs immediately so that professors may be informed.** For prolonged absences, it is the student’s responsibility to stay in touch with instructors in order to keep up with work.
- If a student misses class for any reason, it is that student’s responsibility to check with a classmate AND check Blackboard for the class assignment and handouts for that day.
- If a student is absent, it is the student’s responsibility to make up the work missed BEFORE the next class meeting so that the completed homework can be brought to the next class meeting.
- If a student is aware of an absence that will occur, it is that student’s responsibility to contact the professors in advance and to complete assigned work by an agreed-upon deadline.

The following circumstances may also result in an absence:
- Being unprepared for class activities. Because this is a student-centered class that relies heavily on collaborative learning, adequate preparation is essential. Should a student attend class unprepared, that student will not be able to participate in activities planned for that day and will be counted absent. Do not neglect to complete homework assignments. **ALWAYS** take completed homework assignments to class each day.
- Removal from class for inappropriate classroom behavior, including but not limited to, cell phone use, sleeping, engaging in social media rather than course work, and working on assignments for other courses.
- Missing any 15-minute portion of a class meeting.
Student Absence for Observance of 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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

OTHER POLICIES

Daily Class Assignments
- Daily class assignments will be posted in Blackboard and remain there all semester. They will list materials and assignments covered in class as well as homework assignments. A student who is absent should access the Daily Assignment Sheet for the day of the absence before contacting another student or the instructor.

Written Work
- All written work will demonstrate mastery of Edited American English. This includes emails.
- All written assignments will be typed, and they are to be readily-accessible using a classroom computer. If you plan on using a personal computer, it is your responsibility to ensure that you have full access to the programs and features used in class. You also need to understand that you CANNOT access ASU printers from a personal computer (in the classroom or otherwise).
- **ACCEPTABLE FILE TYPES**: .docx (default in Word); .pdf (available in Word and on MAC computers). These file types are compatible with the grading features in Blackboard.
- **UNACCEPTABLE FILE TYPES**: .pages (default on a MAC); .rtf. These file types are NOT compatible with the grading features in Blackboard.
- Be sure to follow the instructor’s specific directions when submitting assignments.
- Assignments must be completed in the order in which they are assigned, whether you will be receiving credit for the work or not.
- **All major assignments must be completed for a grade in order to be eligible to pass the course.**
- ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 1301T. Access to Blackboard is available in all campus computer labs and to anyone who has a personal device that is Internet capable. Computer labs can be found in the following areas:
  - Library Learning Commons
  - Math/Computer Science Lab—Room 111, MCS Building

Operating hours and use requirements are posted in each lab and are also available online at [http://www.angelo.edu/services/technology/labs/computer_access.php](http://www.angelo.edu/services/technology/labs/computer_access.php).

To use the computer labs on campus and to access the computer programs used in class, students must have a University computer access account. Students are usually issued an ASU email and a computer access account when they register. Students who do not have an account must take their ASU Student ID or receipt for classes of the current semester to the Math/Computer Science Lab. **All students must have their computer access account by the second day of class.**

- Only major writing assignments may be turned in late or made up for credit.

coursework and quizzes completed during class time cannot be turned in late or made up. However, if a student is absent during a peer editing workshop, the peer editing must be made up outside of class on the student’s own time before the next class meeting. All instructions regarding peer editing must be followed.

- No final writing assignment (paragraph, summary, or essay) will be accepted for full credit without the required prewriting exercises, drafts, and peer editing activities. Ten percent of the final grade will be deducted from any final writing assignment grade for which required assignments are missing.
- Ten percent will be deducted from the grade of any final writing assignment that is submitted after the due date and time. After one week, the late writing assignment will receive a grade of zero.
- **ANY** student work may be used as a model for classroom instruction.

**MindTap Accelerate Software Requirements**

- For most MindTap Accelerate work that is assigned as lab work and/or homework, students are given a week to complete the assignments. For this reason, **NO DUE DATE EXTENSIONS** for MindTap Accelerate 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 is available on the Cengage web page.
- Students are STRONGLY encouraged to begin MindTap Accelerate assignments the day they are given rather than waiting until the last hour of the final day before they are due.

**COMPUTER CLASSROOM**
The Department of English and Modern Languages has established the following rules for the computer classroom:

- **THERE WILL BE NO PRINTING IN THE CLASSROOM.** All course material, including handouts, instructor-provided notes, and assignment instructions, will be housed in Blackboard. If you want a printed copy, you will need to do so on your own unless official University accommodations state otherwise.
- **FOOD, DRINKS, AND TOBACCO PRODUCTS ARE PROHIBITED.** If you bring them into the classroom, take them out of your bag during class, or otherwise attempt to ingest them during class, you will be asked to throw them away.
- Be aware that “a person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution” (Penal Code: Title 9, Ch. 43, Subch. B, Sec.22).
- Authorized software and websites can be found on the Start/Programs menu, on the desktop, and/or on the approved website used for the class. Use of unauthorized software and/or websites is prohibited.
- Exit all programs and log off before leaving class. Good or bad, any work done with your username will be credited to you.
- Retrieve USBs from the computer. If you leave your USB in a computer port, it will be put on the instructor desk. It is up to you to ask the instructor about a forgotten USB.
THE WRITING CENTER
Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1301T, 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 visit the Center frequently throughout the writing process for each of their out-of-class writing assignments. Instructors may also require students to visit the Writing Center. In this case, the final copy of a written assignment will not be accepted for full credit unless the student has completed the required work in the Center.

The Writing Center is located on the third floor of the Porter Henderson Library in Room 305C. Hours can be found at https://www.angelo.edu/dept/writing_center/. BE AWARE: hours and in-person availability may change over the course of the semester.

GRADES
A student’s semester grade will be determined using the following percentages:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Grades (quizzes, peer editing, MindTap, discussion boards, etc.)</td>
<td>15%</td>
</tr>
<tr>
<td>Summaries (2)</td>
<td>20% (10% each)</td>
</tr>
<tr>
<td>Essays (3)</td>
<td>45% (15% each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

*NOTE: Students must earn eligibility for the Exit Exam. To be eligible, students must meet attendance requirements, earn a score of 70 or above on ONE summary, scores of 70 or above on TWO essays, AND earn an overall average of 70 or above on MindTap Accelerate.

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

Incomplete Grade Policy: 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.

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 Humanities 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.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in these documents:
- Angelo State University Student Handbook
- Angelo State University Catalog

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 Mrs. Dallas Swafford. Her office is located in UC 112; her email is dallas.swafford@angelo.edu; her phone number is 325-942-2047.
PLEASE NOTE – Any accommodations provided DO NOT automatically “roll over” to the next semester. You must visit the Office of Student Affairs prior to the start of each semester.

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

FINAL DRAFTS: A FIRST-YEAR STUDENT WRITING ANTHOLOGY
Editorial Policy
The anthology features exceptional prose pieces written in response to English 1301/T prompts that fall into the following categories:

- Writing for self-expression: personal/reflective pieces,
- Writing in the academy: pieces written for academic audiences, or
- Writing in the world: pieces written for public audiences.

Each year, English 1301/T instructors nominate the strongest student submissions within their fall sections for inclusion in Final Drafts. As the name suggests, drafts should be polished and already very close to publication-ready at the time of submission. In making their recommendations, instructors should consider how much revision/editing a draft would need for it to meet publication standards and if the student would be willing and available to work under the instructor’s editorial guidance. From this instructor-filtered submission pool, an editorial board then selects exceptional pieces for final publication in the following spring semester.
STATEMENT ON MASKS/FACIAL COVERINGS
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.
English 1301 Course Schedule

Fall 2020

****THE COURSE SCHEDULE IS ALWAYS SUBJECT TO CHANGE BASED ON CLASS NEEDS.****

Note: Unless otherwise indicated, all assignments are due at beginning of class. Because this is a student-centered class that relies heavily on collaborative learning, your adequate preparation for each class day is essential.

- Time management is a must, both in and out of class.
- Unscheduled quizzes may be given on any information in reading assignments or on information discussed in class.

REMINDER: COURSE POLICIES ON PLAGIARISM AND ATTENDANCE ARE STRICTLY ENFORCED. PLAGIARISM, INTENTIONAL OR BECAUSE OF CARELESSNESS, MAY RESULT IN FAILURE OF THE COURSE. ATTENDANCE CAN AFFECT GRADES.

Week 1: August 17-21

- **Topics Covered**
  - Course Syllabus
  - Academic Integrity
  - Class Introductions
- **Reading/Writing**
  - Diagnostic Essay
  - Begin Email Assignment
- **MindTap Accelerate**
  - Purchase in class on August 20th – *bring a debit or credit card*
  - Pre-Test
  - Plagiarism video
  - Email unit

Week 2: August 24-28

- **Topics Covered**
  - MLA Format
  - End Punctuation and Capitalization
  - Annotation
  - Critical Reading and Thinking
- **Reading/Writing**
  - Email Assignment Due
  - Article for Summary #1
- **MindTap Accelerate**
  - Style
  - Reading for Topics, Main Ideas, and Details
  - Reading Critically
  - Understanding Fact and Opinion
  - Using Capitalization
Week 3: August 31-September 4

- **Topics Covered**
  - Effective Summarizations
  - Peer Editing
  - Grammar & Mechanics
- **Reading/Writing**
  - Summary #1 Discovery Draft
  - Summary #1 Revisions
  - Summary #1 Final Draft/Packet Due
  - Article for Summary #2
- **MindTap Accelerate**
  - Quotation Marks
  - Apostrophes
  - End Punctuation
  - Parentheses and Dashes
  - Hyphens
  - Ellipsis

Week 4: September 7-11

- **Topics Covered**
  - Grammar & Mechanics
  - Commas
- **Reading/Writing**
  - Summary #2 Discovery Draft
  - Summary #2 Revisions
  - Summary #2 Final Draft/Packet Due
  - Article for Essay #1
- **MindTap Accelerate**
  - Using Words
  - Reading Critically
  - Thinking Critically
  - Using Commas

Week 5: September 14-18

- **Topics Covered**
  - Grammar & Mechanics
  - Prewriting
  - Audience
  - Exposition
- **Reading/Writing**
  - Begin Essay #1
- **MindTap Accelerate**
  - Writing Sentences
  - Understanding the Writing Process
  - Description
Week 6: September 21-25

- **Topics Covered**
  - Grammar & Mechanics
  - Introductions
  - Thesis Statements

- **Reading/Writing**
  - Discovery Draft Essay #1

- **MindTap Accelerate**
  - Writing Introductions & Conclusions
  - Writing Paragraphs
  - Topic Sentences

Week 7: September 28-October 2

- **Topics Covered**
  - Graphic Organizers
  - Body Paragraphs
  - Conclusions
  - Editing & Revising

- **Reading/Writing**
  - Multiple Drafts of Essay #1
  - Essay #1 Final Draft/Packets Due

- **MindTap Accelerate**
  - Supporting Ideas

Week 8: October 5-9

- **Topics Covered**
  - Review Annotations, Introductions, & Body Paragraphs

- **Reading/Writing**
  - Article for Essay #2
  - Essay #2 Discovery Draft

- **MindTap Accelerate**
  - Modifiers
  - Conjunctions and Sentence Structure
  - Consistency
  - Common Verb Errors
  - Pronouns

Week 9: October 12-16

- **Topics Covered**
  - Grammar & Mechanics
  - Review Annotations, Introductions, & Body Paragraphs

- **Reading/Writing**
  - Multiple Drafts of Essay #2
  - Required Writing Center Visit

- **MindTap Accelerate**
  - When to Use Commas
Correcting Common Comma Errors
Colons and Semicolons

Week 10: October 19-23
- **Topics Covered**
  - Grammar & Mechanics
  - Review Conclusions
- **Reading/Writing**
  - Multiple Drafts of Essay #2
  - Required Writing Center Visits for Essay #2
- **MindTap Accelerate**
  - Essay Structure
  - Writing Body Paragraphs

Week 11: October 26-30
- **Topics Covered**
  - Review of Editing & Revising
  - Grammar & Mechanics
- **Reading/Writing**
  - Essay #2 Peer Review x 2
  - Essay #2 Final Draft/Packet due
- **MindTap Accelerate**
  - In-Class Writing Assignments

Week 12: November 2-6
- **Topics Covered**
  - Review critical reading & thinking
  - Review essay structure
- **Reading/Writing**
  - Essay #3 Article – annotations
  - Essay #3 Discovery Draft
- **MindTap Accelerate**
  - Make-Up Opportunity

Week 13: November 9-13
- **Topics Covered**
  - Style
  - Word Use
  - Grammar & Mechanics
- **Reading/Writing**
  - Essay #3 – all drafts completed in class
  - Essay #3 Final Draft/Packet due

Week 14: November 16-19
- **Topics Covered**
  - Eligibility for Final Exam
  - Review of Summarization and Essay Writing
• Reading/Writing
  ○ Part 1 of Final Exam (in-class summary)

Week 15: November 20-24

The final exam schedule for this course, for those who are eligible, is as follows:

English 1301.T06: Saturday, November 21st 8:00-10:00am
English 1301.T07: Saturday, November 21st 10:30 – 12:30pm