Instructor: Ms. Tommie G. Walker  
Telephone: 512-752-3384 EXT. 245  
Office Hours: 9:40 am-10:20 pm Monday-Friday  
Email: pwalker@lometaisd.org

Angelo State University Curriculum/Core Objectives for English 1301
1. Critical Thinking Skills: To include thinking, innovation, inquiry, analysis, evaluation and synthesis of information  
2. Communication Skills: To include effective written, oral, and visual communication  
3. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal  
4. Personal Responsibility: To include the ability to connect choices, actions, and consequences to ethical decision-making  

Course Description  
Emphasizing the writing process, this course offers substantial practice in the production of effective prose essays as well as the analysis of selected readings. Prerequisite: Successful completion of TSI requirements. Credit: 3 lecture/0 lab  

Course Text  
Coach Writing, Prentice Hall.

Supplies  
Three ring binder with dividers: These items must be brought to class every day. I will not furnish them for you.  
1. Three ring binder with tabs that you will keep clean  
2. Wide ruled notebook paper (not torn out of a spiral).  
3. Blue or black ink pen  
4. Red ink pen  
5. You may want a highlighter.
Tabs/Divider Sections for Three Ring Binder

I. Notes
II. Handouts
III. Journal/Reader Response
IV. Quizzes
V. Miscellaneous

Class Assignments:
This course is a hands-on, reading and writing intensive workshop, and students can expect:
• to write a minimum of four essays;
• to read assignments outside of class on a regular basis;
• to complete in and out of class daily assignments on time;
• to participate in class discussions of the readings;
• to participate in class activities, including peer critiquing; and
• to demonstrate an understanding of grammar, logic, and rhetorical modes through writing assignments.

Classroom Expectations and Procedures: Be prepared for class. Be respectful of those around you and all equipment. Be responsible in completing individual as well as group assignments/activities by the deadline.

Methods of Evaluation:
Essays are graded for content and grammar, and a content and grammar rubric will be given with each essay assignment. Students’ work is evaluated by means of A, B, C, D, F: Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades. All assignments must be completed and turned in on the date due for a student to receive credit for the assignment. Essays and writing assignments will be evaluated according to the following criteria: 1. Accuracy of content; 2. Use of the conventions of standard grammar; 3. Use of an appropriate method of development for the assignment; 4. Use of the principles of unity and coherence; and, 5. Use of logical, factual arguments to advance the thesis of the assignment.
Grading

I. Semester Grade Average: Since this is a college course, students will receive a semester grade not six weeks grades. The semester grade will be the actual average of all the grades for the semester. If you want to keep up with your grades, make sure that you keep all of your returned papers in your binder. This is a “weighted” course, so at the end of the semester seven and a half points will be added to the grade you receive for the college course to your high school grade.

II. Grading Policy: Your final grade in this course is based upon your performance on course projects. Each area of your work will make up a specific percentage of your final grade in the course. Course projects and their associated grade percentages are listed below.

<table>
<thead>
<tr>
<th>Project/Assignment</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Quizzes/Daily Work</td>
<td>20%</td>
</tr>
<tr>
<td>Reader Response/Summaries/Journal</td>
<td>20%</td>
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<tr>
<td>Essay 1: Definition</td>
<td>10%</td>
</tr>
<tr>
<td>Essay 2: Comparison/Contrast</td>
<td>10%</td>
</tr>
<tr>
<td>Essay 3: Persuasive/Argument</td>
<td>10%</td>
</tr>
<tr>
<td>Essay 4: Novel with Oral Report</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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</tbody>
</table>

Essay Revision:
If you receive a grade of 70 or below on a final draft of one of the first two essays, you may choose to submit one more revised final copy for evaluation. However, the highest grade you can earn upon revision is an 80. If you decide to revise a final draft, you need to meet with me in person after school within three school days of receiving your final draft from me. You will then have seven calendar days from our meeting to submit your revised draft. If you do not meet with me about the revision, I will not accept your revised essay. You may only revise the first two essays.

Course Assignments
In this course, you will complete various daily assignments and activities; actively participate in workshops (work in class with your peers on revising your writing), conferences (meet with me to discuss your writing), and class discussions; read assigned texts; and compose essays and reading responses.
Assignment Late Policy: One day late is 15 points off; two days late is 30 points off. You cannot make up late work except for the essays as stated above. There will not be any extra credit assignments.

Assignment Due Dates and Late Penalties: Unless otherwise noted, assignments are due upon arrival in the classroom not later than that day. Because this is a college level course, there is ZERO tolerance for late work.

Lost Work: You will need to devise a strategy for securely storing digital files. I highly recommend you incorporate a backup file system into your storage strategy. We all know that hard drives can fail and flash drives can disappear. Backup all of your work in multiple locations. I will not accept technological breakdowns or lost files as valid excuses for missing assignment deadlines.

Extra Credit: I do not offer extra credit, so please do not ask. Allow an appropriate amount of time to prepare your assignments well and stay on top of coursework.

Classroom Cell Policy: Cell phones are not to be turned on during class. You may keep them in your possession unless the policy is abused. Otherwise, the instructor will develop a stricter policy. Students will not send text messages or make calls to others. Students will not record any image, video, or audio of other students or the teacher without permission from the teacher. Students will not post any recordings or images from class to online websites without the permission from the teacher.

Laptop/Tablet Policy: Unless students have been told to take out their laptop/tablet for a class activity, these electronic items should NOT be visible or in use during class. It is difficult to monitor laptop/tablet use during class and is distracting to other students.

Absence Policy: Punctual and regular class attendance is required of all students. Students are responsible for all class work covered during absences from class. If a student will be absent from school for a school sponsored trip (for example, ag or athletics), the student must turn in any work which will be due during his/her absence or complete any tests scheduled for when he/she is absent before leaving on the trip. Since students will know well in advance when an essay or major assignment is due and will have ample time to complete it, the assignment MUST be turned in on the date it is due. If a student is absent the day an essay is due, he/she needs to make sure his/her essay is uploaded to google classroom or sent to my email prior to class time. See the above policy concerning late work. If a student will be absent for an in class essay, he/she needs to make arrangements to complete the assignment prior to the scheduled absence.
**Academic Misconduct:** According to the ASU Student Code of Conduct, “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.” Additional information about academic misconduct is available in the Angelo State University Community Policies section.

**Cheating, according to the ASU Student Code of Conduct is:**
1. Copying from another student’s academic work, test, quiz, or other assignment
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority
3. The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment
4. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous course materials without the instructor’s permission.
5. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution or computer program
6. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority
7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance
8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
10. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.
Plagiarism, according to the ASU Student Code of Conduct is:

1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one’s own and/or failing to properly cite direct, paraphrased or summarized materials.
2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student. Students with

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.

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/.

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. The Office of Student Affairs 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: Ms. Dallas A. Swafford Director of Student Disability Services 325-942-2047 dallas.swafford@angelo.edu Houston Harte University Center.
Title IX Statement
Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator: Michelle Nicole Boone, J.D. Director of Title IX Compliance
2Michelle.boone@angelo.edu 325-486-6357 Mayer Administration Building 204

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.

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.

Student Conduct Policies
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 to disciplinary action and possible expulsion from ASU.

Academic Honesty
You are responsible for knowing the Academic Honor Code, which is available on ASU’s web at http://www.angelo.edu/forms/pdf/HonorCode.pdf “All ASU students are expected to understand and comply with the University’s policy on Academic Honesty as stated in the ASU Bulletin and in the ASU Student Handbook. Students who violate the Policy on Academic Honesty will be subject to disciplinary action including a failing grade in the course.”

Student Handbook
In addition to the above policies, students need to familiarize themselves with the information in the ASU Student Handbook. https://www.angelo.edu/student-handbook/

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.
Student Responsibilities

- Completely and carefully read all reading assignments
- Take notes during class lectures and discussions
- Locate, evaluate, and integrate resources from the library and databases into your writings
- Practice source citation properly for academic research purposes

Calendar

The instructor reserves the right to amend the schedule and procedures in this syllabus. Students need to keep up with all assignments whether present in class or not.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>August 24-28</td>
<td>Readings. Interview Assignment.</td>
</tr>
<tr>
<td>September 21-25</td>
<td>Readings. Introduction to Comparison/Contrast Writing.</td>
</tr>
<tr>
<td>October 5-9</td>
<td>Readings. Essay #2 Comparison/Contrast due Oct. 8</td>
</tr>
<tr>
<td>October 26-30</td>
<td>Readings. Essay #3 Persuasive/Argument Writing due Oct. 30</td>
</tr>
<tr>
<td>November 2-6</td>
<td>Readings.</td>
</tr>
<tr>
<td>November 9-13</td>
<td>Readings.</td>
</tr>
<tr>
<td>November 16-20</td>
<td>Essay #4 Novel paper and Presentation.</td>
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<tr>
<td>Date Range</td>
<td>Event</td>
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<tr>
<td>November 23-27</td>
<td>Thanksgiving holidays</td>
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<tr>
<td>November 30-December 4</td>
<td>Final Exam: Part I and Part II</td>
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<tr>
<td>December 4</td>
<td>Last Day of Fall Semester 2020</td>
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