University Covid 19 Policy: All individuals on campus are required to read masks. In addition, any individual coming on campus must have completed the Wellness Screening Check before arrival on campus or reporting to a class room.

Instructor: Mr. Scott
Office: Academic Building, Room 001 B
Phone: (325) 486-6140
Email: rscott@angelo.edu
Outside of Class Contact: By Appointment

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:** *The Norton Field Guide To Writing With Readings 5 Edition.*
- **Note Taking Material and Binder:** You will need to take notes for every class, but you will also need to devise a method for collecting source materials for the research project. A binder will work or a pocket folder for keeping articles and other required materials.
- **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:** This class will meet face-to-face, but also requires that if you are in a cohort that you must attend the live session on the days you do not physically attend; so, you must have the capabilities of producing and submitting Word documents that meet format requirements for the assignments and be able to attend the live session via either computer or smart phone (it is not recommended to use a smartphone for peerreview sessions on-line).
- **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 week.
- **Virtual Live Classroom Sessions:** I will conduct live sessions using Collaborate in Bb on the days that you do not physically attend the classroom. The sessions will begin at the assigned time 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. 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:** 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/](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 (peer-reviews drafts, 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:

Class Participation (live session or recorded session verification) 10%
Quizzes & In-Class Exercises 10%
Peer-Reviews 10%
Memo 5%
Sequence One (Annotated Bibliography) 15%
Sequence Two (Summary) 15%
Sequence Three (Research Project) 20%
Final 15%

Total 100%

*Last Day to Drop with a “W” Friday, April 30th.

- **Class Participation:** participation will be determined through attendance and session verification submissions. During each physical class attendance and live sessions (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. Submission of verification are due the next day after the class session is completed (example: Monday verifications will be due by the end of the day Tuesday. Failure to submit the verifications before the due time will result in a zero. While you may review sessions after the deadline, you cannot receive credit unless you complete the sessions before the assigned deadline.

- **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.

- **Peer-Reviews:** We will conduct peer-review session through a discussion board posted in Blackboard. All peer-review drafts must be posted to the discussion board prior to class time. The posted drafts will be shared by those both in the class physically and those who are attending the live session on-line. You cannot participate if you are not in attendance. **Please note, participating in peer-review is not optional. If you do not turn in any “peer-reviews,” for any 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.
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 may be in place for your class. In such case, 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. To account for attendance there will be a class participation policy.

Attendance Policy: Attendance will be taken at the beginning of each class of those who are physically present and those who are attending the live Collaborate stream. Classes that meet MWF are allowed six (6) absences for the entire semester. Classes that meet TT are allowed five (5) absences for the entire semester. Once you have exceeded the allowed number of absences, one letter grade will be deducted from your course grade for each additional absence.

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 question 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 either the physical class or the live sessions, you must review the recorded sessions. You also must submit the Session Verification for each session. If you do not attend, 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.

Attendance Exceptions
All students are required to complete the Daily Wellness check before coming to class. If you fail the check, do not come to class. Rather attend the live streaming session. In such case you should send me an email informing me that you have taken the appropriate actions as required by University policy.
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: Access to the Writing Center may be limited. 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/.

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

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 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.

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](http://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](http://www.angelo.edu/title-ix).

**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.

**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](#)
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: January 25th-29th

Tuesday 1/26  Lecture: Course Introduction

Thursday 1/28  Lecture: The Information Cycle & Memo Assignment
& “Finding Sources” pgs. 489-505 & “Evaluating Sources” pgs. 511-518 in NFGTW 5th Ed
Assignment: Memo

Week Two: February 1st-5th

Tuesday 2/2  Lecture: Academic vs. Layman Information & Identifying a Topic
Peer-Review: Memo
Reading: “Reading in Academic Contexts” pgs. 10-24 in NFGTW 5th Ed

Thursday 2/4  Lecture: USearch & Choosing Keywords & Finding Articles
Peer-Review: Memo
Reading: “Evaluating Sources” pgs. 511-518 in NFGTW 5th Ed

Week Three: February 8th-12th

Tuesday 2/9  Lecture: Documentation Format
Assignment: Sequence One Low Stakes Assignment One (S1LSA1)— Academic Article Comparison
Assignment Due by the end of the day to Blackboard: Memo
Thursday 2/11

**Lecture:** Plagiarism & In-text Citations & Bibliographic Citations
**Peer-Review:** LSA1—Article Comparison
**Reading:** “Annotated Bibliographies” pgs 190-197 in *NFGTW 5th Ed*

Week Four: February 15\(^{th}\)-19\(^{th}\)

Tuesday 2/16

**Lecture:** Formatting Bibliography
**Peer-Review:** S1LSA1—Article Comparison
**Assignment:** Sequence One Low States Assignment Two
(S1LSA2) Bibliography

Thursday 2/18

**Lecture:** Combining Bibliography with Annotations
**Peer-Review:** S1LSA2—Bibliography
**Assignment:** Sequence One Capstone (S1CS)—Annotated Bibliography

Week Five: February 22\(^{nd}\)-26\(^{th}\)

Tuesday 2/23

**Lecture:** Writing Annotations Cont. . .
**Reading:** “Arguing a Position” pgs 157 & 170-180 in *NFGTW 5th Ed*
**Assignment Due by the end of the day to Blackboard:** S1LSA1
**Summaries & S1LSA2 Bibliography**

Thursday 2/25

**Lecture:** Discourse Communities & Relevant Research
**Peer-Review:** S1CS
**Reading:** “Abstracts” pgs 185-189 in *NFGTW 5th Ed*

Week Six: March 1\(^{st}\)-5\(^{th}\)

Tuesday 3/2

**Lecture:** Identifying a Research Topic & Discourse Academic Subjects
**Assignment Due by the end of the day to Blackboard:** S1CS—Annotated Bibliography

Thursday 3/4

**Lecture:** Valid Academic Topics and Identifying Appropriate Sources
**Assignment:** Sequence Two Low Stakes Assignment One
(S2LSA1)-Abstract
Week Seven: March 8th-12th

Tuesday 3/9  
**Lecture:** Focusing on the Research  
**Reading:** “Summarizing and Responding: Where Reading Meets Writing” pgs 33-44 in *NFGTW 5th Ed*

Thursday 3/11  
**Lecture:** Writing Summaries Identifying Relevant Information Sources  
**Peer-Review:** S2LSA1--Abstract  
**Assignment:** Sequence Two Low Stakes Assignment Two (S2LSA2)—Bibliography of Four Sources

Week Eight: March 15th-19th

Tuesday 3/16  
**Lecture:** Incorporating Sources into Research Paper  
**Reading:** “Quoting, Paraphrasing, and Summarizing” pgs. 526-538 in *NFGTW 5th Ed*  
**Assignment Due by the end of the day to Blackboard:** S2LSA1-Abstract

Thursday 3/18  
**Lecture:** Incorporating In-text Citations & Documentation Formats  
**Peer-Review:** S2LSA2—Bibliography  
**Reading:** “Acknowledging Sources, Avoiding Plagiarism” pgs. 539543 in *NFGTW 5th Ed* & “Documentation” pgs. 544-596 in *NFGTW 5th Ed*

Week Nine: March 22nd-26th

Tuesday 3/23  
**Lecture:** Documentation cont. . . .  
**Assignment Due by the end of the day to Blackboard:** S2LSA2-Bibliography

Thursday 3/25  
**Lecture:** Writing Summaries  
**Assignment:** Sequence Two Capstone (S2CSA)—Summaries  
**Reading:** “Rhetorical Situations” (Purpose & Audience) pgs. 53-60 in *NFGTW 5th Ed*
Week Ten: March 29th-April 2nd

Tuesday 3/30  
**Lecture:** Rhetorical Strategies (Purpose & Audience)  
**Peer-Review:** S2CS--Summaries 1 & 2  
**Reading:** “Rhetorical Situations” (Genre & Stance) pgs. 61-68 in *NFGTW 5th Ed*

Thursday 4/1  
**Lecture:** Rhetorical Strategies (Genre & Stance)  
**Peer-Review:** S2CS--Summaries 1 & 2  
**Reading:** “Rhetorical Situations” (Media/Design) pgs. 69-71 in *NFGTW 5th Ed*

Week Eleven: April 5th-9th

Tuesday 4/6  
**Lecture:** Rhetorical Strategies (Media/Design)  
**Peer-Review:** S2CS--Summaries 3 & 4  
**Reading:** “Generating Ideas and Text” pgs. 331-339 *NFGTW 5th Ed*

Thursday 4/8  
**Lecture:** Generating Ideas & Text & Developing a Cluster  
**Peer-Review:** S2CS—Summaries 1-4  
**Assignment:** Sequence Three Low Stakes Assignment One (S3LSA1)—Cluster Drawing

Week Twelve: April 12th-16th

Tuesday 4/13  
**Lecture:** Developing an Outline from a Cluster  
**Assignment:** Sequence Three Low Stakes Assignment Two (S3LSA2)—Outline  
**Assignment Due by the end of the day to Blackboard:** S2CS—Summaries

Thursday 4/15  
**In-Class Exercise:** Cluster Presentations  
**Assignment:** Sequence Three Capstone (S3CS)—Research Paper

Week Thirteen: April 19th-23rd

Tuesday 4/20  
**Lecture:** Drafting Research Paper  
**Reading:** “Drafting” pgs. 340-342 in *NFGTW 5th Ed*  
**Assignment Due by the end of the day to Blackboard:** S3LSA1 & S3LSA2—Cluster and Outline
**Thursday 4/22**  
**Peer-Review:** S3CS—Research Paper  
**Reading:** “Assessing Your Own Writing” pgs. 343-347 in *NFGTW*  
*5th Ed*

**Week Fourteen: April 26th-30th**

**Tuesday 4/27**  
**Peer-Review:** S3CS—Research Paper

**Thursday 4/29**  
**Peer-Review:** S3CS—Research Paper

**Sunday 5/2**  
**Assignment Due by the end of the day to Blackboard:** S3CS—Research Paper

**Week Fifteen: May 3rd-7th**

**Tuesday 5/4**  
**Lecture:** TBA

**Thursday 5/6**  
**Lecture:** TBA

**Week Sixteen: May 10th-14th**

**Tuesday 5/11**  
**Final English 1302-090**  
**Final English 1302-080**