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.

https://www.angelo.edu/content/files/27359-ttus-policy-for-face-coverings-on-campus

https://www.youtube.com/watch?v=4uecCBgaCGQ&feature=youtu.be

https://www.angelo.edu/covid-19/

CDC GUIDELINES FOR PRACTICING SOCIAL DISTANCING:

STUDENT DISABILITY SERVICE:
Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation. All students at Angelo State University must have the capacity and ambition to undertake, with reasonable accommodation from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or certification programs which they are pursuing.

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:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
University Center, Room 112
STATEMENT ON STUDENT ABSENCES FOR COVID-19 RELATED AND OTHER ILLNESS:
Required Use of Masks/Facial Coverings by Students on Campus

The Texas Tech University System has implemented a mandatory Facial Covering Policy to ensure a safe and healthy campus experience. Current research on the COVID-19 virus suggests that 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. Because of the potential for transmission of the virus, and to be consistent with the University’s requirement, students on campus are to wear a mask/facial covering. Observing safe distancing practices while on campus by spacing out and wearing a mask/facial covering will greatly improve our odds of having a safe and healthy campus experience.

Students requesting an exemption may need to wear a clear plastic face shield instead of a face mask. Students needing this accommodation should register with Student Disability Services and provide the appropriate documentation supporting this request. No accommodation exists that would exempt a student from wearing a mask/facial covering at any university-sponsored activity or event.

For religious or any other exemption-related questions, students should contact the Office of Student Affairs.

1302 STUDENT OUTCOMES:
Upon completing English 1302, students should:
- be able to use reading and writing for inquiry, learning, critical thinking, and communicating
- be able to write to a variety of audiences in a variety of disciplines
- be familiar with the ASU Library and be able to use its resources, including its online resources and other electronic databases
- be able to work through the research process to write a research paper
- understand attribution and documentation and use an appropriate style

English 1302 outcomes will be measured by various assignments, including the composition of a research paper.

ASU CORE CURRICULUM OBJECTIVES FOR ENGLISH 1302 AND RELATED COURSE ASSESSMENTS:
Students in English 1302 will practice the following core curriculum learning objectives in critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

Critical thinking will be demonstrated in a final research 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 also be demonstrated in a final research 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 midterm reflection essay.

- 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.

Personal responsibility will be demonstrated in a final reflection essay.

- 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.

**PREREQUISITES:**

Completion of 1301 or equivalent credit

**REQUIRED MATERIALS:**

One USB to be used for this class only

**ATTENDANCE POLICY:**

This class adheres to a departmental attendance policy that allows for five (5) unexcused absences. If a student accumulates more than the allotted five (5) unexcused absences, the student will not pass the course. For an absence to be excused, students must provide documentation in a timely fashion testifying as to their legitimate absence, such as a doctor’s note, notice from the health department or ASU Student Affairs, and/or a screenshot of the student’s submitted failed wellness check.

This class is a face-to-face, in-person class. If you prefer remote instruction, you must enroll in an online course. Otherwise, any student requests to experience the course’s content remotely must be made in advance and in writing to the instructor. That request will be forwarded to the EML department chair, who will issue or deny approval. These requests must provide substantial documentation and be related to the current pandemic.

The course’s attendance policy will continue to apply to any student who is approved to transition to remote instruction.

**EXTENUATING CIRCUMSTANCES:**

At times, there may be special circumstances that might require additional consideration on my part (such as medical or family emergencies). In such cases, the student must appeal to the Student Life Office. Any additional consideration will be at my discretion even after I am contacted by the Dean. Please be aware that situations like weddings, court dates, work, non ASU sponsored events, etc., are not considered extenuating circumstances.

**BLACKBOARD:**

In order to ensure that students have access to course materials at all times, all assignment sheets, required reading assignments, and related handouts will be posted on Blackboard. When indicated on
the syllabus, students are required to access corresponding assignment sheets, required reading assignments, and/or handouts and have those documents available in class. Failure to produce the required documents in class on the scheduled class dates will result in an absence. All students enrolled in the course are automatically enrolled in Blackboard.

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.

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

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for reading and understanding ASU’s Student Code of Conduct, which is available here: https://www.angelo.edu/live/files/27603-student-handbook-2020-21

Students who are determined to have violated this policy will receive a failing grade on the assignment as well as a failing grade in the course. They will also be referred to the English and Modern Languages Department Chair for further action.

WRITING CENTER:
The Writing Center is an academic support service available to all ASU students. I strongly encourage you to make the Center an integral part of your writing process by visiting the tutors frequently during the semester. When necessary, I may require you to visit the Center for help during the writing process. Such referrals are mandatory; therefore, no paper will be accepted if the required tutorial is not completed. The Center is located on the third floor of the Porter Henderson Library, Room C305; the phone number is 325-486-6173. For more information, click here: https://www.angelo.edu/current-students/writing-center/

ASSIGNMENT SUBMISSION RULES:
Papers:
- Out-of-class papers will be submitted via Blackboard in Microsoft Word. Papers must follow the manuscript conventions discussed in class.
- All papers, including drafts, style checks, edited copies, and final copies, are due on the dates assigned on the syllabus. Papers will not be accepted unless Writing Center referrals (if required) have been completed.
Late papers/assignments will ONLY be accepted up to three (3) class days beyond their due
date(s). Ten (10) points will be deducted for each day your assignment remains late. After
three (3) class days, all possible points for the assignment will be forfeited, and you will
receive a zero (0) on that assignment.

QUizzes AND Exams:
In class announced and unannounced quizzes (daily exercises will also count as quizzes) will be given
throughout the semester. There will be no make-ups for daily quizzes or exercises. A student must be
present to receive credit for exercises graded as quizzes. Major exams may be made up only at my
discretion and only if you have discussed the situation with me in advance.

GRADE DETERMINATION:
Your grade for the semester will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes/Daily Exercises</td>
<td>5%</td>
</tr>
<tr>
<td>Research Proposal (450 words)</td>
<td>15%</td>
</tr>
<tr>
<td>Annotated Bibliography (850 words)</td>
<td>12%</td>
</tr>
<tr>
<td>Sentence Outline (200 words)</td>
<td>8%</td>
</tr>
<tr>
<td>Research Paper (1350 words)</td>
<td>15%</td>
</tr>
<tr>
<td>Oral Presentation (8-10 minutes)</td>
<td>10%</td>
</tr>
<tr>
<td>Literary Analysis (800 words)</td>
<td>15%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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: https://www.angelo.edu/live/files/14197-op-1011-grading-
procedures

TITLE IX AT ANGELO STATE UNIVERSITY:
Syllabus Statement Spring 2021
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
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.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS:
➤ “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
➤ A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
➤ A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

CLASSROOM BEHAVIOR:
➤ Students are expected to behave as adults—this is not high school.
➤ Active engagement in classroom activities is required.
➤ Students who sleep or disrupt the classroom will be asked to leave and charged with an absence.
➤ Continuous disruptions in the classroom may result in failure of the class.
➤ Leaving the classroom during class is disruptive. Personal needs should be taken care of before class. Students who continually leave the classroom during class will be asked to leave and charged with an absence.

FOOD AND DRINK:
No food or beverages are allowed in the classroom at any time.

ELECTRONIC DEVICES:
University policy dictates that students turn off all electronic devices prior to entering the classroom. The first time a device interrupts class, I will ask you to turn it off. The second time, I will ask you to leave and charge you with an absence. Headphones and/or earpieces are to be removed prior to entering the classroom as well.

WITHDRAWAL POLICY:
The last day to drop a course or to totally withdraw from the University will be Friday, April 30th, 2021. Withdrawal grades will be indicated by W.
Syllabus for January 25-October 26

All work, including reading assignments, assignment sheets, and/or handouts, is due at the beginning of class unless otherwise indicated. Activities and deadlines subject to change with prior notice.

NOTE: You must have access to handouts that are highlighted in yellow below.

Week 1: January 25-29

Mon 25 Introduction to the Course

Wed 27 Introduction to the Course continued

Fri 29 Introduction to the Course continued

Week 2: February 1-5

Mon 1 Diagnostic Essay

Wed 3 Read: https://owl.english.purdue.edu/owl/resource/566/01/
Quiz
Handout(s): Grading Standards

Fri 5 Read: https://owl.english.purdue.edu/owl/resource/566/02/
Quiz
Handout(s): Common Errors sheet

Week 3: February 8-12

Mon 8 Due:
Handout(s):
Class Discussion: Introduction to Research/Research Notebook

Wed 10 Due:
Handout(s): Three viable topics
Class Discussion: Library Orientation

Fri 12 Due: Three viable topics
Handout(s): Library Exercise
Assignment: Library Exercise
Class discussion: Library Orientation/Preliminary Research

Week 4: February 15-19

Mon 15 Due:
Handout(s):
Class discussion: Sign up for Topic-Approval Conferences
Wed 17  Read: .pdf file Blackboard
Handout(s):
Due: Library Exercise
Class Discussion: Intro to memo/memo style

Fri 19  Due:
Handout(s): Research Proposal Assignment Sheet
Class Discussion: Intro to memo/memo style continued

Week 5: February 22-26

Mon 22  Due: Rough draft of Research Proposal/Memo
Handout(s): Global Revision Guidelines for Research Proposal/Memo
Workshop: Peer global revisions of Research Proposal/Memo

Wed 24  Due: Revised draft of Research Proposal/Memo
Handout(s): Specific Revision Guidelines
Workshop: Peer specific revisions of Research Proposal/Memo

Fri 26  Due: Final draft of Research Proposal/Memo submitted via Blackboard AND six peer reviewed sources
Class Discussion: Source citations