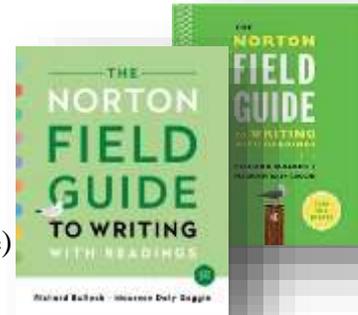# English 1302, Writing Across the Curriculum

Course Contact Information

- **Instructor:** Mrs. Katherine Garrison
- **Office:** Academic 039C
- **E-Mail:** katherine.garrison@angelo.edu
- **Office Hours:** M – 1:00 PM – 3:00 PM
- **Sections:** 1302 D10, D20 – Asynchronous (no meeting time)

Course Description

We will focus on *how* people in your field of interest communicate in writing (prerequisites).

Materials Required

- **Book:** *The Norton Field Guide to Writing with Readings*, **4ᵗʰ or 5ᵗʰ Edition**, Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. Purchase at Amazon or the ASU Bookstore.
- **Equipment:** computer with high speed Internet, headphones or speakers, microphone, file storage (e.g. flash drive, Google Drive, etc.), MS Office or conversion ability, Adobe Acrobat, Blackboard, and ASU email access. For free software downloads click here. For equipment click here ASU Computer Lab.

Assignments

Points	Assignment
10	Interview Plan
15	Profile of Professional Communication
10	Proposal to Create Writing Guide
15	Annotated Bibliography
20	Guide to Writing
10	Presentation
10	10 Quizzes (over readings, online materials, lectures, and assignment descriptions)
10	10 Discussion Post/Responses (50% original posts and 50% peer response)
100	**Total**

Class Start Time

I will separate this class into two cohorts (or groups) so that not all of your peers will be in the classroom at the same time and we have space for social distancing. See Blackboard.

1. **Cohort A:** Meets Mondays only at your class start time
2. **Cohort B:** Meets Wednesdays only at your class start time

Classroom Behavior and Computer Policy

To prepare for Coronavirus issues, we will be using a **Flipped Classroom** model. You will be assigned video lectures, readings, tutorials, and quizzes assignments as homework. Then we will use class time to answer questions, work on writing projects, and respond to peers. All assignments and materials will be available online so that you can keep up with the class even if you can't be in class because you are sick or quarantined. See the attendance policy on page 2 for

more information. Be courteous when communicating with me and your peers online and in person. We will use computers in this classroom and assigned seats that will not change. We will also use a **6-ft, no-contact policy** (maintain social distancing, wear masks, and share no supplies besides computers). **You are required to wear a mask in the classroom or you will be sent home and counted absent. For ADA compliance issues, see the accommodation section below.** You are welcome to use your own laptop if you prefer. Do not use your computer for anything besides assigned class projects and only when directed to do so. And, please log off your computer before leaving and remove any devices. Only use ear buds, headphones, or cells in class when asked. We will not use a printer in the classroom. No food or tobacco products are allowed in the computer lab. Only drinks with sealed lids are allowed in class. **Sanitize your workstation before and after class.**

Attendance
You can miss **five classes without explanation**. After 5 classes, you will receive a zero for the class. If you are not there when attendance is first taken, then you will be considered tardy. It is your responsibility to let me know that you are present at the end of class (or you may be counted absent). It's also your responsibility to check Blackboard to complete all assignments by their due date or contact me for an extension. All assignments are posted in Blackboard in advance, so unexcused absences should not interfere with you completing work.

- *Exceptions (excused absences):* University-sanctioned events, observance of a religious holiday, illness (Coronavirus), forced quarantine, death in the family with paper proof of attendance, and other crises. For planned absences, you must contact me ahead of time and your work must be turned in **before** the due date. Contact the Office of Student Affairs first for issues of crisis, then contact me.
- *Tardies:* You are allowed two tardies. Any additional tardies will be considered absences.
- *Leaving Early:* If you leave class early for any reason, you will be counted absent.

Circumstances that may also result in absence: If you are not prepared for class with materials or work (mask included), if you use inappropriate behavior, or use the computer in inappropriate ways.

Email Policy
Email is the best way to contact me. I check email 8 am-5 pm M-F (not on holidays).

Discussing Your Grades
I will not discuss your grades through email because of FERPA requirements designed to protect your records. For questions, please refer to this syllabus first. If you still have questions, email me and I will respond to you through "Messages" in Blackboard or ask you to chat in Hangouts.

Grading Policy
All assignments are generally graded within two weeks of submission. All assignments will be assessed a **penalty of 10% per day late** (this includes weekends and holidays). I will not give an Incomplete in this course. I may use your assignments as samples for future classes. Finally, students traveling to university-sponsored events or observing a holy day must submit their work before the due date. I assess grades in the following manner: **A (90-100%)** The document is superior; **B (80-89%)** The document is good; **C (70-79%)** The document is adequate; **D (60-69%)** The document is disappointing; **F (0-59%)** The document is unsatisfactory.

Academic Misconduct Policy

If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the Student Code of Conduct, then you will receive an automatic "0" on the assignment and be required to visit with me during my office hours. If you are caught a second time, you will fail the course, and I will inform others for potential further disciplinary action.

Accommodations

If you have a disability and need accommodations in class, contact the Student Affairs Office ASAP at 325-942-2047 or studentservices@angelo.edu (University Center, Suite 112). Once you register with Student Affairs then you must notify me to gain accommodations. Student Affairs works with students confidentially and does not disclose any disability-related information. If your accommodation needs include exemption from wearing a mask, you will need to be placed in a class that is completely online. You will need a letter from the Student Affairs Office for this accommodation.

Outside Course Support

- Information Technology (IT) for help with email, Blackboard, Ramport
- Student Computer Access and Printing Services for computer lab resources
- Library for help with conducting research
- English Language Learners' Institute for English as Second Language (ESL) students
- Freshman College for academic success and tutoring
- Disability Services for disabled and impaired students
- ASU Writing Center for help with all writing assignments
- Student Life for non-academic opportunities (student organizations)
- Career Development for job opportunities on and off campus

Core Objectives and Student Learning Outcomes

Objective	Outcome
Critical Thinking	Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library and credible Internet resources. Develop the ability to frame a rhetorical problem; engage in academic research processes; learn to read academic texts, synthesize relevant resources; analyze interrelationships between a text's purposes, author, audience, content, structure and ideas; and organize their ideas in innovative patterns.
Communication	Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context; use relevant and appropriate content for academic audiences, medium, and message.
Teamwork	Work collaboratively with the instructor and peers to plan, draft, revise, and edit written work.
Personal Responsibility	Identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and to evaluate possible consequences of their decisions.

Title IX at Angelo State University:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at: Michelle Boone, J.D., Director of Title IX Compliance/Title IX Coordinator, Mayer Administration Building, Room 210, 325-942-2022, michelle.boone@angelo.edu.

You may also file a report online 24/7 at www.angelo.edu/incident-form. If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345. For more information about Title IX in general you may visit www.angelo.edu/title-ix

Class Schedule

All assignments are due in Blackboard on the dates listed below. If I make a change to this schedule, I will make an announcement.

Section 1: Welcome to the Course and College Major Exploration	
Week 1: 1/24	**Before Class:** 1. Read the Course Syllabus 2. Read How to Change Your Blackboard Picture Handout 3. Upload your photo to Blackboard 4. View Lecture 1 5. Read assigned readings and/or watch videos (see Blackboard) 6. Take Quiz 1 **During Class (assignments due Friday before midnight)** 1. Respond to Discussion Board #1 **Sunday (before midnight)** 1. Post Peer Responses to Discussion Board Post #1
Week 2: 1/31	**Before Class** 1. Read assigned readings and/or watch videos 2. View Lecture 2 3. Take Quiz 2 **During Class (assignments due Friday before midnight)** 1. Respond to Discussion Board #2 **Sunday (before midnight)** 1. Post Peer Responses to Discussion #2
Week 3: 2/7	**Before Class** 1. Make a list of professionals in your field that you might want to interview **During Class** 1. Draft your Interview Plan Assignment **Friday (before midnight)** 1. Visit the Writing Center online or in person (optional) 2. **Turn in Final Draft of Interview Plan Assignment before midnight to Blackboard (located at the bottom of the section folder)**
Section 2: Professional Interview	
Week 4: 2/14	**Before Class** 1. Read assigned readings and/or watch videos 2. View Lecture 3 3. Take Quiz 3 **During Class (assignments due Friday before midnight)** 1. Respond to Discussion Board #3 **Sunday (before midnight)** 1. Post Peer Responses to Discussion Board #3
Week 5: 2/21	**Before Class** 1. Read assigned readings and/or watch videos 2. View Lecture 4

	3. Take Quiz 4
	During Class (assignments due Friday before midnight)
	   1. Post rough draft of Profile of Professional to Discussion Board #4
	Sunday (before midnight)
	   1. Post Peer Response to Discussion Board #4

Week 6: 2/28	**Before Class**
	   1. Revise Profile of Professional Communication
	During Class (assignments due Friday before midnight)
	   1. Revise Profile of Professional Communication based on peer feedback
	Friday (before midnight)
	   1. Visit the Writing Center online or in person (optional)
	   2. **Turn in Final Draft of Profile of Professional Communication before midnight (see the bottom of the section folder)**

Section 3: Proposal	

Week 7: 3/7	**Before Class**
	   1. Read assigned readings and/or watch videos
	   2. View Lecture 5
	   3. Take Quiz 5
	During Class (assignments due Friday before midnight)
	   1. Respond to Discussion Board #5
	Sunday (before midnight)
	   1. Post Peer Responses to Discussion Board #5

Week 8: 3/14	**Before Class**
	   1. Find one peer reviewed and one non-peer reviewed article on a topic in your field of study (through the ASU Library Web site)
	During Class
	   1. Begin drafting your Proposal to Create Writing Guide
	Friday (before midnight)
	   1. Visit the Writing Center online or in person (optional)
	   2. **Turn in Final Draft of Proposal to Create Writing Guide (see the bottom of the section folder)**

Section 4: Annotative Bibliography	

Week 9: 3/21	**Before Class**
	   1. Read assigned readings and/or watch videos
	   2. View Lecture 6
	   3. Take Quiz 6
	During Class (assignments due Friday before midnight)
	   1. Respond to Discussion Board #6
	Sunday (before midnight)
	   1. Post Peer Responses to Discussion #6

Week 10: 3/28	**Before Class**
	   1. Find 8 sources on 8 different topics (see Guide to Writing Assignment for topics), three sources must be from peer reviewed articles)
	During Class
	   1. Begin Drafting your Annotated Bibliography
	Friday (before midnight)
	   1. Visit the Writing Center online or in person (optional)

	2. **Turn in Final Draft of Annotated Bibliography (see the bottom of the section folder)**

Section 5: Guide to Writing

Week 11: 4/4	**Before Class**
	  1. Read assigned readings and/or watch videos
	  2. View Lecture 7
	  3. Take Quiz 7
	During Class (assignments due Friday before midnight)
	  1. Respond to Discussion Board #7
	Sunday (before midnight)
	  2. Post Peer Response to Discussion Board #7

Week 12: 4/11	**Before Class**
	  1. Read assigned readings and/or watch videos
	  2. View Lecture 8
	  3. Take Quiz 8
	During Class (assignments due Friday before midnight)
	  1. Respond to Discussion Board #8
	Sunday (before midnight)
	  1. Post Peer Response to Discussion Board #8

Week 13: 4/18	**Before Class**
	  1. Read assigned readings and/or watch videos
	  2. View Lecture 9
	  3. Take Quiz 9
	During Class (assignments due Friday before midnight)
	  1. Post Rough Draft of Guide to Writing in Discussion Board #9
	Sunday (before midnight)
	  1. Post Peer Response to Discussion Board #9

Week 14: 4/25	**Before Class**
	  1. Revise Guide to Writing Based on peer feedback
	During Class
	  1. Revise Guide to Writing based on peer feedback
	## Friday (before midnight)
	  1. Visit the Writing Center online or in person (optional)
	  2. **Turn in Final Draft of Guide to Writing to Blackboard Assignment (see the bottom of the section folder)**

Section 6: Presentation

Week 15: 5/2	**Before Class**
	  1. Read assigned readings and/or watch videos
	  2. View Lecture 10
	  3. Take Quiz 10
	  4. Any Extra Credit Assignments
	During Class (assignments due Friday before midnight)
	  1. Respond to Discussion Board #10
	## Finals Week Scheduled Test Day (before midnight)-Finals Schedule is TBA
	  1. **Turn in Final Draft of Presentation to Blackboard Assignment (see the bottom of the section folder)**