English 1301: English Composition
Spring 2021

Dr. Katie Jones
Office: Academic 001D
Phone: 486-5472
Office Hours: By appointment only
*Face coverings are required during all office visits.
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CLASS TIMES: Students enrolled in this course have been divided into two cohorts to make social distancing possible in the classroom. You have been assigned specific days to come to class. Do NOT come to class on other days! Instead, you will attend virtually.

Emphasizing the writing process, the course offers abundant practice in producing effective prose essays as well as in analyzing and discussing selected readings. Prerequisite: Students must complete the English Texas Success Initiative (TSI) requirements.

STUDENT LEARNING OUTCOMES:
Upon successful completion of the English 1301 course, students should
• Understand the nature of the writing process and use all of its phases in writing;
• Understand the principles of audience expectations and adapt language, structure, and detail to the needs of specific readers;
• Understand the basic prose structures and apply them on the sentence, paragraph, and essay level 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.
REQUIRED SOFTWARE AND MATERIALS:

- Cengage MindTap online software
- A folder or notebook in which you should keep all hard copies of drafts

NOTE: ACCESS TO THE ONLINE SOFTWARE WILL BE PURCHASED IN CLASS.

ATTENDANCE: THIS POLICY MAY CHANGE IF ENROLLMENT IN THE CLASS CHANGES.

Excessive absences, (more than FIVE absences) will cause a student to become ineligible to receive a passing grade in the class.

- You are expected to attend class on your assigned day. On your “virtual” day, you are expected to join class virtually through Blackboard collaborate. If you are unable to attend virtually, videos of all lectures will be posted in Blackboard. Blackboard Collaborate sessions will begin promptly at 9:30 every Tuesday and Thursday. You can join these sessions through our course on Blackboard. You do not have to activate your camera.
- If you become ill or must attend to a family emergency (illness, hospitalization, death), you should immediately contact the Office of Student Affairs. The only means of getting an absence is excused is to contact the Office of Student Affairs, who will then email all your professors. You can email them at studentaffairs@angelo.edu or call them at 325-942-2047. It is your responsibility to stay in touch with instructors in order to keep up with the work.
- IF YOU ARE NOT FEELING WELL AND/OR BELIEVE YOU HAVE BEEN EXPOSED TO COVID-19, DO NOT COME TO CLASS AND IMMEDIATELY NOTIFY THE CAMPUS HEALTH CLINIC. You must complete the ASU Wellness Check every day before you come to campus and be prepared to show your “badge” on your phone as you enter class. If you “fail” the wellness check, you should stay home.
- If you test positive for COVID-19, the Office of Student Affairs will then notify your professors that you will need to quarantine.
- If you are healthy, you should attend class. You may not simply decide on your own that you will only attend class virtually. You must speak to your instructor who will ultimately determine whether you may “go virtual.”
- If you are absent, it is your responsibility to check the syllabus and make up the work missed BEFORE the next class meeting so that the completed homework can be brought to the next class meeting.
- If you are aware of an absence that will occur, it is your 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 you attend class unprepared, you will not be able to participate in activities planned for that day and will be counted absent. You must complete all assignments when they are due.
- Removal from class for inappropriate classroom behavior, including, but not limited to, cell phone use or texting or not wearing a face covering.
- Being excessively late to class (fifteen or more minutes).
ASSIGNMENT POLICIES:

Course Syllabus:
- The course syllabus, which lists assignments covered in class as well as homework assignments, is posted in Blackboard and remain there all semester. In addition, you will receive a hard copy of this document. If you are absent, you should access the course syllabus before contacting another student or the instructor. You are expected to complete all assignments, even if you are absent.

Written Work:
- You should save all assignments on a USB drive and/or the student P drive. In addition, you are required to use Microsoft Word. You will submit all assignments through Blackboard, and your instructor will electronically grade your work. If your instructor cannot open your submitted document, it cannot be graded, and the assignment will be considered late until it is in a format that can be opened in Blackboard. If you do not have Microsoft Office Suite on your computer, you can contact IT at 325-942-2911 or https://www.angelo.edu/services/technology/support/purchasing/ to download Office 365 at no charge to you.
- Be sure to follow the instructor’s specific directions when submitting work in Blackboard. Be especially aware of due dates and deadlines.
- ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 130IT. Access to Blackboard is also available in all campus computer labs and to anyone who has a personal computer that is Internet capable. Computer labs can be found in the following areas:
  - Library Learning Commons
  - Math/Computer Science Lab—Room III, MCS Building

  Operating hours are posted in each lab and are also available online at: 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. Daily classwork and quizzes completed during class time cannot be turned in late or made up. Work submitted late due to illness or emergency circumstances may be submitted without penalty, but you need to make these arrangements with your instructor.
- If you are absent during a peer editing workshop, you will self-revise your work.
- For each major writing assignment, you are required to complete all prewriting exercises, drafts, and peer editing activities. Ten percent of the final grade will be deducted from any writing assignment grade for which steps in the writing process are missing.
- Ten percent will be deducted from the grade of any writing assignment for each day that it is submitted after the due date and time. After one week, the late writing assignment will receive a grade of zero.
**MINDTAP SOFTWARE ASSIGNMENTS:**
- For most MindTap work that is assigned as lab work and/or homework, students are given a week to complete the assignments.
- For this reason, **NO DEADLINE EXTENSIONS** for MindTap assignments are given.
- If any technical difficulties are encountered, it is the responsibility of the student to contact Cengage for assistance. The number for Cengage is 1-800-354-9706.
- Students are STRONGLY encouraged to begin MindTap assignments early in the week, rather than waiting until the last hour of the final day before they are due.

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

- **Food, drinks, and tobacco products are prohibited.** Please leave all food and drink outside the room.
- You will have assigned seats in this class. When you enter the classroom, go directly to your seat and stay there the for the remainder of class. Please do not get up to visit with other students, and do not share or touch one another’s supplies such as pens, phones, keyboards, etc. You may leave the classroom to make or receive an emergency phone call or to use the restroom. You do not need to ask permission to leave the classroom.
- Upon entering the classroom, you will sanitize your work station and your hands.

**FACE COVERING POLICY:**
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.

**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. You will likely be required to consult the Writing Center at least once during the semester, although you are encouraged to do for each assignment.
Although the Center has a physical location on the third floor of the Porter Henderson Library in Room 305C, for your safety and the tutors’ safety, I recommend that you use the Electronic Submission and the Virtual Tutoring options. Instructions for using these services are on the Writing Center website at https://www.angelo.edu/dept/writing_center/.

If you would prefer to meet with a tutor in a face-to-face session (but please don’t, at least for this semester), the hours of operation for the Writing Center are as follows:

- 10:00 - 5:00 Monday – Thursday
- 10:00 - 12:00 Friday
- 6:00 - 8:00 Wednesday evening
- 1:00 - 4:00 Sunday afternoon

**GRADES:**

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

- 3 Essays (15% each) - 45%
- 2 Summaries (10% each) - 20%
- Quizzes, Classwork, MindTap - 15%
- Final Exam - 20%
- Total 100%

Grading Scale:

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

**YOUR RESPONSIBILITIES:**

First, it is paramount that you attend class, consult the course syllabus posted in Blackboard, view all assigned instructional videos, and carefully read other supplemental material such as handouts, articles, and PowerPoint presentations. We will primarily use class time to work on assignments while I am there to address your questions, so you will be required to do some preparation work outside of class. Another primary factor that will determine your success in this course is your willingness to ask questions as they arise. I check email regularly throughout the day and reply to emails as promptly as I can. However, if you email after 5:00 P.M., I will likely not respond until the following day. Also, if you email me on a weekend, I will probably not respond until Monday. Because this course centers around numerous and frequent reading and writing assignments, be prepared to spend several each week preparing these assignments.
**EMAIL ETIQUETTE:**
When questions about course assignments occur outside of a professor's office hours or the scheduled class sessions, students are encouraged to email the professors for assistance. Because professors receive many emails each day, it is important that a student's email messages attend to some basic conventions of electronic communication. For example, emails should contain a helpful subject line. They should begin with a salutation, such as “Dear Dr. Jones” or “Hi, Dr. Jones.” They should end with the student’s full name along with the name and section number of the course. Finally, students should attempt to use properly punctuated and complete sentences in their emails. Messages don’t have to be perfectly edited, but instructor will not respond to carelessly written messages littered with typographical errors.

**CONTACTING ME**
As I previously mentioned, I check my email frequently and am generally able to respond to questions promptly. Keep in mind that we are in a professional and academic environment. Please maintain a professional and courteous tone throughout the email. Also, I CANNOT COMMUNICATE WITH PARENTS OR GUARDIANS REGARDING YOUR PERFORMANCE IN THE CLASS ACCORDING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) UNLESS YOU HAVE SIGNED A WAIVER.

**CONTACTING YOU**
You are required to check Blackboard and your email regularly in order to stay updated on matters related to this class. I will only email you using your ASU-assigned email. I also use the “Announcements” feature in Blackboard to efficiently deliver information to the entire class. If you do not already have it, download the Blackboard App to make receiving messages and checking your grades convenient.

**ELECTRONIC DEVICES**
As a courtesy to classmates and instructor, **students must turn off all electronic devices during class. Do NOT use ear buds or headphones in class unless specifically allowed to do so for work on a specific project determined by the instructor.**

**ASU ACADEMIC HONOR CODE**
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. 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.

**DISABILITIES**
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. Persons with disabilities that may warrant academic accommodations must contact the Student Affairs Office, Suite 112 in the Houston Harte University Center, in order to request such accommodations prior to any being implemented. Students are encouraged to make this request early in the semester so that appropriate arrangements can be made.

**ABSENCE FOR 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. 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.

**POLICIES AND PROCEDURES PURSUANT TO TITLE IX**
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.
**This syllabus is subject to change as necessary.**

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<tr>
<th>Date</th>
<th>Activities</th>
<th>Homework</th>
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| **Tuesday, January 26** | Assign seats  
Welcome and Introduction  
Policies and Procedures  
PowerPoint Presentation  
Blackboard Orientation  
Introduce Diagnostic Essay Assignment  
Exchange contact information with at least 2 classmates | HOMEWORK:  
Work on Diagnostic Essay  
(Due Thursday at 11:59 P.M. in Blackboard)  
Acquire folder in which to keep documents for this course. |
| **Thursday, January 28** | Bring credit / debit card to class.  
Review Diagnostic Essay topic and guidelines  
Purchase Cengage MindTap  
Work on MindTap Diagnostic Pre-Test | HOMEWORK:  
Complete & submit Diagnostic Essay (Due Sunday at 11:59 P.M. in Bb)  
Complete MindTap Diagnostic Pre-Test (Due Sunday at 11:59 P.M.)  
Watch Email Etiquette Video in Bb & complete Email Etiquette Quiz in Bb (Due Sunday at 11:59 P.M.) |
| **Tuesday, February 2**  | Discuss Email Etiquette  
Introduce Email Assignment  
Work on Email Assignment | HOMEWORK:  
Complete & send Email Assignment (Due tomorrow at 11:59 P.M.)  
Watch Critical Reading Strategies Video (only first 25 minutes) in Bb & complete Critical Reading Quiz in Bb (Due tomorrow at 11:59 P.M.)  
Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
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<td>Thursday, February 4</td>
<td>*Review critical reading strategies&lt;br&gt;*Demonstrate use of highlighting &amp; comment features in Microsoft Word&lt;br&gt;*Work on critical reading practice of “In Defense of Writing Letters”</td>
<td>HOMEWORK:&lt;br&gt;*Complete and submit critical reading practice (Due Sunday at 11:59 P.M)&lt;br&gt;*Read Summary Writing PowerPoint Presentation Video in Bb &amp; Complete Summary Writing Quiz (Due Sunday at 11:59 P.M.)&lt;br&gt;*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)</td>
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<td>Tuesday, February 9</td>
<td>WORK FROM HOME&lt;br&gt;*Critically read &amp; submit Summary 1 article</td>
<td>HOMEWORK:&lt;br&gt;*Complete &amp; submit Summary 1 Critical Reading to Summary 1 Materials (due tomorrow at 11:59 P.M.)</td>
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<td>Thursday, February 11</td>
<td>*Review steps for writing a summary&lt;br&gt;*Introduce Summary 1 Assignment&lt;br&gt;*Work on Summary 1 Reading Guide</td>
<td>HOMEWORK:&lt;br&gt;*Complete &amp; submit Summary 1 Reading Guide to Summary 1 Materials (Due Sunday at 11:59 P.M.)&lt;br&gt;*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)</td>
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<td>Tuesday, February 16</td>
<td>*Discuss instructions for using the reading guide to draft Summary 1&lt;br&gt;*Discuss transitional elements&lt;br&gt;*Discuss MLA document format&lt;br&gt;*Work on first draft of Summary 1. Use the filename DDSUM1 in the heading.</td>
<td>HOMEWORK:&lt;br&gt;*Complete &amp; submit DDSUM1 to Summary 1 Peer Revising Activity (Due tomorrow at 11:59)&lt;br&gt;*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)</td>
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<td>Thursday, February 18</td>
<td>*Discuss global &amp; local revisions&lt;br&gt;*Model global revision of a summary&lt;br&gt;*Discuss instructions for completing peer revisions in Bb&lt;br&gt;*Complete peer revisions of DDSUM1&lt;br&gt;*Discuss Writing Center services &amp; how to access them online</td>
<td>HOMEWORK:&lt;br&gt;*Consider your peer revision partner’s feedback and make the necessary revisions to DDSUM1. Change the filename of the new draft to FDSUM1. Submit FDSUM1 to Summary 1 Materials in Bb. (Due Sunday at 11:59 P.M.)&lt;br&gt;*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)&lt;br&gt;**Although you are not required to submit your Summary draft to the Writing Center, you are strongly encouraged to do so. **</td>
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| February 23         | **NOTE: You must complete the global/local peer revision process for your own draft if you are absent.** | *Introduce Summary 2 Assignment  
*Critically read Summary 2 article  

HOMEWORK:  
*Complete & submit critical reading of Summary 2 article to Summary 2 Materials (Due tomorrow at 11:59 P.M.)  
*Complete & submit Summary 2 Reading Guide to Summary 2 Materials (Due tomorrow at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| February 25         | *Discuss Summary 1 feedback  
*Use reading guide to draft Summary 2. Use the filename DDSUM2 in the heading.  

HOMEWORK:  
*Complete & submit DDSUM2 to Summary 2 Peer Revising Activity (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| March 2             | *Review peer revision process  
*Complete the peer revision process in Bb  
**NOTE: You must complete the global/local peer revision process for your own draft if you are absent.**  

HOMEWORK:  
*Consider your peer revision partner’s feedback and make the necessary revisions to DDSUM2. Change the filename of the new draft to FDSUM2. Submit FDSUM2 to Summary 2 Materials in Bb. (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)  
**Although you are not required to submit your Summary draft to the Writing Center, you are strongly encouraged to do so.** |
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<th>Thursday, March 4</th>
<th>WORK FROM HOME</th>
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<tr>
<td>*Watch the Writing Process PowerPoint Presentation Video &amp; complete the Writing Process Quiz in Bb</td>
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<td>*Watch the Freewriting PowerPoint Presentation Video &amp; complete the Freewriting Quiz in Bb</td>
<td>*Watch the Freewriting PowerPoint Presentation Video &amp; complete the Freewriting Quiz in Bb (Due Sunday at 11:59 P.M.)</td>
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<th>Tuesday, March 9</th>
<th>*Introduce Essay 1</th>
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<td>*Critically read Essay 1 article</td>
<td>HOMEWORK:</td>
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<td>*Complete &amp; submit critical reading assignment to Essay 1 Materials (Due tomorrow at 11:59 P.M.)</td>
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<th>Thursday, March 11</th>
<th>*Review brainstorming &amp; freewriting</th>
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<td>*Complete brainstorming session (5 minutes)</td>
<td>HOMEWORK:</td>
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<td>*Complete 3 rounds of freewriting (8 minutes each)</td>
<td>*Watch the Body Paragraph Organization PowerPoint Presentation Video &amp; complete the Body Paragraph Organization Quiz in Bb (Due Sunday at 11:59 P.M.)</td>
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<td>*Submit brainstorming &amp; freewriting to Essay 1 Materials</td>
<td>*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)</td>
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<tr>
<th>Tuesday, March 16</th>
<th>*Review body paragraph organization</th>
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<td>*Explain instructions for completing body paragraph graphic organizer</td>
<td>HOMEWORK:</td>
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<td>*Work on body paragraph graphic organizer</td>
<td>*Complete &amp; submit body paragraph graphic organizer to Essay 1 Materials (Due tomorrow at 11:59 P.M.)</td>
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| Thursday, March 18   | *Explain how to use graphic organizer to compose body paragraphs  
*Work on Essay 1 Body Paragraphs. Use the filename BPSA1.                                                                                                                                                                                                                                                                                        | HOMEWORK:  
*Complete & submit BPSA1 to Essay 1 Materials (Due Sunday at 11:59 P.M.)  
*Watch the Introduction / Thesis / Conclusion PowerPoint Presentation Video and complete Introduction / Thesis / Conclusion Quiz in Bb (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)                                                                                                                                  |                                                                         |
| Tuesday, March 23    | *Review introductions, thesis statements, & conclusions  
*Add an introduction with a thesis statement and a conclusion to BPSA1. Change the filename to DDSA1 on this draft.  
*Review process for electronically submitting draft to the Writing Center.                                                                                                                                                                                                                                                                 | HOMEWORK:  
*Complete & submit DDSA1 to Global Peer Revising Activity in Bb. (Due Sunday at 11:59 P.M.)  
*Submit your DDSA1 to the Writing Center using the electronic draft submission process at [https://www.angelo.edu/current-students/writing-center/](https://www.angelo.edu/current-students/writing-center/) (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)                                                                 |                                                                         |
| Thursday, March 25   | WORK FROM HOME  
*Watch What is Peer Review? Video, Peer Review: Commenting Strategies Video, and Understanding Plagiarism Video & complete accompanying quiz in Bb                                                                                                                                                                                                 | HOMEWORK:  
*Complete & submit DDSA1 to Global Peer Revising Activity in Bb (Due Sunday at 11:59 P.M.)  
*Watch What is Peer Review? Video, Peer Review: Commenting Strategies Video, and Understanding Plagiarism Video & complete accompanying quiz in Bb (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)                                                                 |                                                                         |
| Tuesday, March 30    | *Discuss process for global peer review  
*Complete global peer review process for DDSA1 in Bb  
**NOTE: You must complete the global peer revision process for your own draft if you are absent.**                                                                                                                                                                                      | HOMEWORK:  
*Complete global peer review if you did not do so in class (Due today at 5:00 P.M.)  
*Consider all the feedback you have received throughout the Essay 1 process and make the necessary revisions to your essay draft. Change the filename to CRDSA1. Submit CRDSA1 to Local Peer Editing Activity in Bb (Due tomorrow at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.)                                                                 |                                                                         |
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| Thursday, April 1| *Discuss process for local peer editing  
*Complete the local peer editing process in Bb  
NOTE: You must complete the local peer editing process for your own draft if you are absent. | *Complete local peer editing process if you did not do so in class (Due today at 5:00 P.M.)  
*Consider all the feedback you have received, and also read your essay ALOUD to catch errors you and your partner may have missed. Make the necessary revisions to your essay. Change the filename to FDSA1. Submit FDSA1 to Essay 1 Materials. (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| Tuesday, April 6 | *Complete & submit Essay 1 Reflection to Essay 1 Materials  
*Introduce Essay 2  
*Discuss quotation requirement for Essay 2  
*Critically read Essay 2 article | *Complete & submit critical reading of Essay 2 article in Essay 2 Materials (Due tomorrow at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| Thursday, April 8| *Review brainstorming and freewriting  
*Complete brainstorming session (5 minutes)  
*Complete 3 rounds of freewriting (8 minutes each)  
*Submit Brainstorming & Freewriting to Essay 2 Materials | *Watch the Quotation Integration Methods PowerPoint Presentation Video & Complete Quotation Integration Methods Quiz in Bb (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| Tuesday, April 13| *Review quotation integration methods  
*Discuss instructions for completing the Essay 2 Graphic Organizer  
*Work on Essay 2 Graphic Organizer | *Complete & submit Essay 2 Graphic Organizer to Essay 2 Materials (Due tomorrow at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
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<th>Date</th>
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| **Thursday, April 15** | *Review Writing Center E-submission process  
*Use Essay 2 Graphic Organizer to draft Essay 2. Use the filename DDSA2. | HOMEWORK:  
*Complete & submit DDSA2 to Essay 2 Global Peer Revising Activity (Due Sunday at 11:59 P.M.)  
*Submit DDSA2 to the Writing Center using the Electronic Submission option (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| **Tuesday, April 20** | *Review the global peer revision process  
*Complete the global peer revising process in Bb  
*NOTE: You must complete the global peer revision process for your own draft if you are absent. | HOMEWORK:  
*Complete the global peer revision process if you did not do so in class (Due today at 5:00 P.M.)  
*Consider all the valuable feedback you have received through the Essay 2 process and make the necessary revisions to DDSA2. Change the filename to CRDSA2. Submit CRDSA2 to Essay 2 Local Peer Editing Activity. (Due tomorrow at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| **Thursday, April 22** | *Review the local peer editing process  
*Complete the local peer editing process in Bb | HOMEWORK:  
*Complete the local peer editing process if you did not do so in class (Due today at 5:00 P.M.)  
*Make the final revisions to Essay 2. DON’T FORGET TO READ YOUR DRAFT ALOUD! Change the filename to FDSA2. Submit FDSA2 to Essay 2 Materials (Due Sunday at 11:59 P.M.)  
*Complete & submit Essay 2 Reflection to Essay 2 Materials (Due Sunday at 11:59 P.M.)  
*Weekly MindTap Assignments (Due Sunday at 11:59 P.M.) |
| **Tuesday, April 27** | *Introduce Essay 3 Assignment  
*Begin working on Essay 3 Graphic Organizer | HOMEWORK:  
*Work through the steps of Essay 3  
REMEMBER THAT YOU MUST WORK ENTIRELY INDEPENDENTLY TO DEMONSTRATE YOUR COMPETENCE WITH THESE WRITING SKILLS. |

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<td>Thursday, April 29</td>
<td>*Continue working through Essay 3 steps</td>
<td>HOMEWORK: Complete Essay 3 steps. ALL PARTS OF ESSAY 3 ARE DUE SUNDAY AT 11:59. REMEMBER THAT YOU MUST WORK ENTIRELY INDEPENDENTLY TO DEMONSTRATE YOUR COMPETENCE WITH THESE WRITING SKILLS.</td>
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| Tuesday, May 4        | MINDTAP GRACE WEEK!! ALL MINDTAP EXERCISES WILL BE AVAILABLE UNTIL SUNDAY AT 11:59 P.M. SO THAT YOU CAN GO BACK AND COMPLETE ANY EXERCISES YOU MAY HAVE MISSED OR SO THAT YOU CAN IMPROVE YOUR SCORES ON EXERCISES YOU DID NOT DO WELL ON. *Discuss Exit Exam format | HOMEWORK:  
*Work on MindTap exercises, if necessary (Due Sunday at 11:59 P.M.)  
*Review Summary Writing (PPT in Bb)  
*Review Body Paragraph Organization (video in Bb)  
*Review Introduction / Thesis Statement / Conclusion (video in Bb) |
| Thursday, May 6       | *Complete Course Evaluation                                                                   | HOMEWORK:  
*Work on MindTap exercises, if necessary (Due Sunday at 11:59 P.M.) |
| Thursday, May 13 (Final Exam) | *Deadline to submit Final Exam materials                                                          |                                                                                               |