

ENGL 1302

Mini-session

Sections:

1302.DM1 (Online)

Instructor:

Mrs. Marcie Puckitt

marcie.puckitt@angelo.edu

Library C324 (Writing Center)

Virtual Office Hours

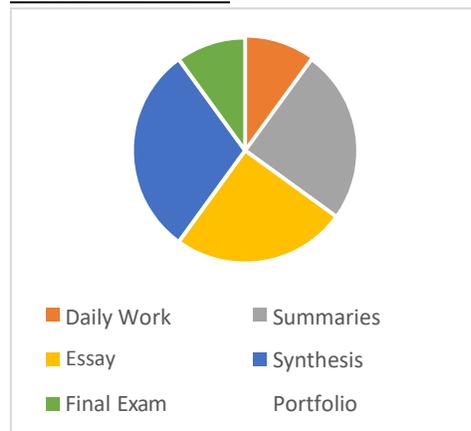
Monday - Friday 9:00 to 10:00 and 1:00 to 2:00
via Collaborate

I will check email from 8:00-5:00 every
weekday and on the weekends.

Required Materials

- Reliable Internet access
- Pens and 3 different colored highlighters
- Notebook paper or spiral notebook for taking notes about my recorded lectures and for pre-writing purposes

Grade Breakdown:



Writing Across the Curriculum

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.

Required Text: There is no required text. HOWEVER, as an online class, this course will utilize Blackboard. There will be Word documents, Power Point presentations, and links to external sites (along with other possible content) that you must access via Blackboard.

Your daily work grades will also require your participation in Blackboard discussion posts.

Course Outline: This course will be divided into three modules. Each module will be scaffolded, meaning each will start with relatively simple assignments; these assignments will build on one another; and each module will culminate in a capstone prose piece, varying in rhetorical purpose and audience and employing a variety of rhetorical strategies. An outline of the course follows:

🚩 Module 1 – Summary (Week 1)

- This module will build your ability to summarize various texts and differentiate between summarizing, paraphrasing, and responding. Covered topics will include but are not limited to annotation, critical thinking and reading, summary vs. paraphrasing, thesis statements, topic sentences, idea development, summary vs. response, and grammar. You will be expected to work individually, complete several daily work assignments, and write 2 major summaries. Summary 1 will be a guided summary; Summary 2 will be completed individually.

🚩 Module 2 – Textual Analysis (Week 2)

- Building on Module 1, you will begin working on your ability to analyze various texts. Covered topics will include but are not limited to audience, direct and implied evidence, bias, context, purpose, and grammar. You will be expected to work individually, complete several daily work assignments, and write one major essay. The essay will be completed in stages, some of which require discussion posts with your classmates.

🚩 Module 3 – Synthesis (Week 3)

- This module will extend the work from Module 1 and Module 2 into the ability to synthesize information from multiple texts. Covered topics will include but are not limited to databases sources, quoting, documentation, reliability, logical fallacies, and grammar. You will be expected to work individually and in groups, complete several daily work assignments, and compile a synthesis portfolio. The synthesis portfolio will include items completed in Module 1 and Module 2, several items completed in Module 3, and a final prose piece.

🚩 Final Exam

- Your assigned final exam will be the last day of the course and will consist of multiple choice, true/false, and short essay questions.

Course Grade: The major grades for this course will come from daily work, 2 summaries, 1 essay, a synthesis portfolio, and the final exam. Your grade will be broken down as follows:

Assignment	Weight	Notes
Daily Work	20%	You will regularly complete daily work designed to help you practice the skills needed for the major assignments. Some assignments, both daily and major, will require interacting with your classmates via discussion posts and conferencing with your instructor via email.
Summary 1	10%	
Summary 2	15%	
Essay 1	15%	
Synthesis Portfolio	30%	
Final Exam	10%	

College-level courses may include controversial and/or sensitive material. Students are expected to have the mental and emotional readiness for college-level rigor and content.

Assignment Grading and Submission Policies: Every assignment will be accompanied by explicit instructions regarding what I expect. Work will be graded using rubrics whenever appropriate; all other work will be graded based on the degree to which the work fulfills stated expectations and criteria and demonstrates mastery of course content. Whenever possible, I will provide feedback in addition to a grade for your work. You are expected to read my feedback and apply it to all subsequent assignments.

- **Unless otherwise instructed, all assignments will be submitted via Blackboard.** Do not email me your work. All electronic work must be one of the following file types: .doc, .docx, .rtf. If I cannot open a file you submit, it is the same as not submitting a file. There also may be times when I will require you to upload a document as a PDF.
- **Late Work Policy:**
 - **Late Daily Work** – I will not accept late daily work. You will be given all daily assignments for the week every Sunday.
 - **Late Major Assignments** – I will not accept these assignments late. You will have ample notification of the assignment and its due date.
 - **Final Exam** – No late work is accepted.
- If you feel you have a reason that warrants an exception to this course policy, it is your responsibility to contact me as soon as possible. It is likely that I will require some sort of documentation of your reason. I will decide whether to accept late work on a case-by-case basis.

Online Class Behaviors and Attendance:

Be courteous when communicating online with me and your peers. There is no attendance or tardiness policy for this class. Submitting your completed work on time and professionally is your sole responsibility and objective. Assignments are posted in Blackboard in advance. No extensions will be given for assignments because of holy days or university-sponsored events as a result.

A student absence for the observance of a religious holiday falls under University OP 10.19, which can be found at <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>.

Email Policy:

Email is the best way to contact me. I check email 8 am-5 pm, every single day.

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 and set up a time for us to call, Skype, or meet in person.

You may also discuss your grades or any other topic during my virtual office hours. See Page 1.

Plagiarism: Academic misconduct is covered in the ASU *Code of Student Conduct*, specifically at <https://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php>. You will receive constant reminders from the instructor about academic honesty and how to avoid academic misconduct, but it is up to you to keep the university’s policies in mind at all times.

Possible Consequences of Academic Misconduct

- Redo or revise the assignment
- Fail the assignment
- Fail the course
- Be subject to more severe sanctions imposed by the Dean of Students

Classroom Decorum: ASU students and instructors are bound by the terms of the *Code of Student Conduct*, which is published in the *Student Handbook* at <https://www.angelo.edu/student-handbook/>. You will be respectful and kind at all times to everyone.

Student Writing Samples: Enrolling in this course means you agree to share samples of your writing for the purpose of mastering the stated student learning objectives. Samples of student writing include but are not limited to excerpts from prose work, drafts, texts, and discussion board posts. No potentially embarrassing content will be chosen, and all identifying information will be removed.

Writing Center: The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions for and recommendations about organization, paragraph development, grammar, documentation, etc,. However, tutors cannot edit papers. They are capable of helping student either face-to-face or via e-submission of papers. To learn more about their services, visit the Writing Center website at https://www.angelo.edu/dept/writing_center/.

Accommodations: If you have a documented disability or think you may have a disability, and, as a result, need a reasonable accommodation to participate in this class or complete course requirements, contact the Student Affairs Office as soon as possible at 325-942-2047 or studentservices@angelo.edu. The office is located in the Houston Harte University Center, Suite 112. To receive any reasonable and appropriate accommodations, you must be appropriately registered with Student Affairs. Student Affairs works with students' confidentially and does not disclose any disability-related information without students' permission.

Final averages will be determined according to the following percentages:

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Tentative Course Calendar

As noted in the heading, this calendar is tentative. Changes to weeks and/or included content may occur at any time due to student needs as evidenced in their writing for this course or as a reflection of changes to university curriculum.

Module 1 – Summary - Week 1

- Course Intro, Existing Knowledge, Critical Reading & Thinking
- Annotating, Summary, Basic Grammar Review, Summary #1
- Summary vs. Response vs. Paraphrase, Response Assignment
- Revision & Editing
- Using databases, Summary #2

Module 2 – Analysis - Week 2

- Essay Review, Audience, and Context
- Implied/Direct Evidence, Ethos/Logos/Pathos (Graphic Organizer & Rough Draft)
- Bias, Conferencing, Revising, Editing, Essay Due

Module 3 – Synthesis - Week 3

- Finding & Evaluating Sources
- Logical Fallacies
- Documentation
- Finalize Synthesis Portfolio

Final Exam: Friday, January 22nd

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.