English 1302
Writing Across the Curriculum
Angelo State University
Dual Credit Program

Term: Spring 2021
Dates: January 25-May 14, 2021
Instructor: Ms. April Poissant
Campus: Fredericksburg High School
Email: aprilpo@fisd.org and apoissant@angelo.edu
Room: FHS 260
Phone: 830-997-7551, Ext. 1190
Conference: Period 3 10:00am-10:48am

Courses/Meeting Times

2021 SPRING SEMESTER – Writing Across the Curriculum (ENGL-1302-FB2)

Period 4: 10:52am-11:40am

Period 6: 1:18pm-2:06pm

Remote Learning—In the event of a school closure, classes will meet on Google Meets in our Google Classroom. All students should register for the Google Classroom at the beginning of the semester. Class meeting days/times will be announced at the time of the closure.

Materials

Required: Computer with Internet Connection, Blackboard, Google Classroom, Google Applications, Textbook

ISBN-10: 0393655806

Course Description

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, English 1301, or have earned equivalent credit.
Objectives of English 1302

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Course Student Learning Outcome</th>
<th>General Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical Thinking</strong></td>
<td>Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library resources. Recognize issues/problems; engage in the research process; synthesize various approaches; analyze interrelationships between content, structure, and ideas; organize ideas in innovative ways to reveal patterns and to develop an argument.</td>
<td>Students will research and draft multiple papers, prepare and present collaborative projects that include oral presentations and visual arguments, and will evaluate their participation and the work of others in various class activities.</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context; use relevant and appropriate content for academic audience, medium, and message.</td>
<td>Students will research and draft multiple papers, prepare and present collaborative projects that include oral presentations and visual arguments, and will evaluate their participation and the work of others in various class activities.</td>
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<tr>
<td><strong>Teamwork</strong></td>
<td>Work individually and collectively toward a shared purpose or goal with the members of their team to create drafts and/or presentations and evaluate each team member’s work and contribution.</td>
<td>Students will research and draft multiple papers, prepare and present collaborative projects that include oral presentations and visual arguments, and will evaluate their participation and the work of others in various class activities.</td>
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<tr>
<td><strong>Personal Responsibility</strong></td>
<td>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.</td>
<td>Students will research and draft multiple papers, prepare and present collaborative projects that include oral presentations and visual arguments, and will evaluate their participation and the work of others in various class activities.</td>
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</table>

Methods and Requirements

- All instructors of English 1302 are responsible for adopting texts and designing syllabi that best help students achieve course objectives. The following methods and requirements are common to all sections of 1302.

Requirements

- Students should write at least one major research project that teaches them to develop a research question, locate credible sources using academic databases, locate relevant passages from these texts, synthesize multiple viewpoints in the context of a sustained argument with a clear and defendable thesis, and properly attribute outside resources in an academic style. This assignment needs to be scaffolded by way of the course’s other major or minor assignments (e.g., research proposal, annotated bibliography, analytical essay).
• Students should produce a minimum of three major writing assignments, which should have various rhetorical purposes and audiences and employ a variety of rhetorical strategies (or modes). These assignments should be scaffolded with minor (low—stakes) writing assignments. The written assignments should increase in complexity as the semester progresses.

• Students should write at least one assignment (major or minor) that teaches them to read and summarize academic texts.

• Students should write at least one assignment (major or minor) that teaches textual analysis.

• The final evaluation must be summative/reflective and may consist of an additional writing assignment, a portfolio, exam, or an oral presentation that demonstrates how well students understand and can apply material learned throughout the semester.

Methods

• Instructors assign reading relevant to writing assignments.
• Instructors teach strategies for reading academic texts.
• Instructors engage students in activities and tutorials to help them develop information literacy.
• Students complete activities that help them learn how to properly attribute secondary sources in a style suitable for a piece of writing’s context.
• Students engage in various processes and activities to generate ideas, plan, write, revise, and edit their writing with an identified audience in mind.
• Students analyze models of the types of academic discourse they’ll be expected to produce for the course.
• This textual analysis will focus on all levels of discourse—word, sentence, paragraph, and genre—to raise questions and generate discussion that will increase understanding of the nuances of effective academic discourse.
• Instructors provide students opportunities, either through in-class activities, homework assignments, or low-stakes writing, to “take risks,” or practice using the writing techniques learned in class.
• Students produce multiple drafts of a paper to demonstrate the ability to improve writing through processes of careful revision and editing.
• Students review the fundamentals of grammar, diction, usage, and mechanics.
• Students learn effective techniques for responding to peers’ works in progress and for incorporating peers’ advice about their own writing.
• Students reflect (either in writing or via class discussion) on how their core beliefs and the sources of those beliefs connect to the rhetorical strategies they employ in their writing and evaluate how those strategies might influence or impact an audience.
• Students reflect (either in writing or via class discussion) on what they have learned about critical thinking, communication, teamwork, and personal responsibility as a result of taking the course.
**Evaluation**

**Grading Formula:**
Minor Assignments: 30%
Major Assignments: 70% (3 Major Writing Assignments will be included per ASU policies.)
* Writing assignments will include, but are not limited to, summary (5%), textual analysis (10%), and research project (to include a proposal (10%), annotated bibliography (15%), and essay 20%) per ASU policies.
* A research project presentation (10%) will be given for the Final Exam.

**Grading Points Key**
90-100+: A
80-89: B
70-79: C
60-69: D
0-59: F

**Course Evaluation**
The course will be evaluated by a series of assignments to include minor assignments and major assignments. All sources must be documented in MLA format/documentation style, using 12 Point-Times New Roman font only, with sources coming from the library databases or preapproved by the instructor (Internet sources, books, periodical articles, etc.), and URL addresses to all online source material used. All research/writing topics must be preapproved by the instructor.

**Course Policies**

**Attendance**
Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during face-to-face and online classes is integral to success. Regular and punctual attendance to all class meetings is expected whether on campus or remote learning. Absences will be reported to the FISD Administration. Students who are absent are responsible for finding out what they missed and submitting any daily work by the next class day. After this extension, an assignment will be given a late work deduction of 50 points and will only be accepted one day passed the absence extension. Excessive absences will be reported to the university and high school administration as to whether a student should continue with the course.

**Late Work**
This is a university course, and students are expected to meet assignment deadlines regardless of absences. If students are absent, then they need to check Blackboard to find out what assignments need to be completed. Assignment due dates do not change if a student is absent, since Blackboard is available remotely. Assignments will be accepted one day late with a 10-point deduction, after which assignments will close and become unavailable. Assignments will not be accepted after late extensions, except for extenuating circumstances. *Students with absences due to school related activities are still expected to submit work on time to Blackboard, so please plan accordingly. For extenuating circumstances, please see the instructor. **No late work will be accepted during the last week of the term, including the final presentations. If students miss their presentation day, then they will receive a zero for the final assessment grade.

**Class Participation**
Students are expected to participate in the face-to-face and online classroom environments, including through Google Meets during closures. Students who do not participate in online and offline class activities, including discussions and group activities, will receive point deductions from their assignment grades.

**Classroom Etiquette**
Students are expected to conduct themselves in a manner conducive to a university environment. Any communication between students and the instructor should maintain a professional tone and style. If a student uses language that is not appropriate for the classroom, they will be asked to refrain from such language. If a student continues to use the same type of language, they will be referred to the ASU and FISD Administration.

**Electronic Devices**
Students will need a computer and internet connection for this class. All of the work for the course will be completed online, so students must have access to a computer and the internet on a daily basis. All students will need access to a computer and the Internet, FISD and ASU email, Blackboard, Google Meets, and current Google resources and programs.

**Conference Times**
Please see above.

**Emails/RamMail**
Students can communicate with the instructor using their FISD email, and should check their ASU email account periodically for important information from the university. Please see the instructor’s email addresses above. RamMail can be accessed through the ASU RamPort at ramport@angelo.edu.

**Blackboard** ([http://blackboard.angelo.edu/](http://blackboard.angelo.edu/))
Blackboard is the primary online resource the instructor will use for this course. This online platform will be used for class communication, syllabus, course schedule/calendar, assignment submission, and any other applications the instructor deems necessary. Students are responsible for checking this platform daily for announcements and assignments, even when absent or working remotely. All assignments will be submitted directly to Blackboard for evaluation.
Please do not email assignments to the instructor. Blackboard can also be accessed through RamPort.

**Microsoft Office Suite**
Blackboard only works with Microsoft Office documents; therefore all students will need a computer that has the Microsoft Office Suite downloaded to their computer. Students who need to add Microsoft Office to their computers can contact ASU technical support for assistance on installing a free copy of the program provided to ASU students by the university. FISD school computers should have Microsoft Office loaded. If a computer does not have Microsoft, then the student will need to see the librarian to have the computer serviced or exchanged.

**Google Meets**
Google Meets will be utilized during school closures for remote learning class sessions. Students should log in by clicking on the link posted in Google Classroom to participate. Remote Learners are invited to attend the scheduled Google Meets class sessions. The expectation for this course is for students to show up and participate during remote class meetings, however if a student is not able to meet during this time, then the session will be recorded and posted for students to view later in the day. Missing the scheduled session does not excuse daily work from being submitted late.

In the event Google Meets is not operating, we will utilize asynchronous instruction. Students will log into Blackboard for announcements, and complete any assignments given by the deadlines indicated. Students can email the instructor about questions for any assignments posted to Blackboard.

**Groups**
The Groups tool in Blackboard allows students, whether on campus or remote, to work together on assignments. This tool will be utilized during class time to make group work more convenient for class assignments. This tool can also be utilized outside of class time for students to collaborate on class assignments and projects.

**ASU Library**
Students will have access to the ASU and FISD Library Databases and librarians. Student can utilize the library link through RamPort or through the high school website.

**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](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Ms. Dallas Swafford  
Director of Student Disability Services  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center 112

**Title IX**  
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  
- Email: 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).

**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.

**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.

**Student Conduct Policies**
**Academic Integrity**
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 to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of Academic Integrity

**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 the ASU Writing Center.

**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.

**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

**Student Code of Conduct**
Refer to the ASU Student Handbook at https://www.angelo.edu/student-handbook/.

Students are responsible for reading the ASU Student Handbook and for abiding by all the rules and regulations set forth by the university.

Students are also responsible for reading the FISD Student Handbook and for abiding by all the rules and regulations set forth by the school district.

PART I: CODE OF STUDENT CONDUCT (https://www.angelo.edu/student-handbook/code-of-student-conduct/)

SECTION A: MISSION AND POLICIES FROM THE OFFICE OF STUDENT CONDUCT AND THE OFFICE OF TITLE IX COMPLIANCE (www.angelo.edu)
The Code of Student Conduct outlines behavioral standards developed by the University Community for students and student organizations and the related procedures for addressing misconduct. Students should be aware that the student conduct process is not a
criminal or civil court proceeding. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct. Any student or student organization found responsible for misconduct may be subject to conduct sanctions.

The University provides a prompt, fair, and equitable process, utilizing a thorough, neutral, and impartial investigation, from which is generated a resolution. The Code of Student Conduct and related processes educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the University community. Freedom of discussion, inquiry, and expression is also fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

Angelo State University is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. No student will be found in violation of University policy without sufficient information and evidence showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

SECTION B: PROCEDURES FROM THE OFFICE OF STUDENT CONDUCT FOR STUDENTS

Upon notice of an alleged violation of the Code of Student Conduct, the Executive Director of Student Affairs or designee will appoint a Student Conduct Officer/Investigator to review allegations of misconduct. The Student Conduct Officer/Investigator will inquire, gather, and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of the information.

Incident reports will be forwarded for investigation when there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complaining Party’s statement. If it is determined that the information reported does not warrant an allegation, a Policy Clarification may be issued to the involved parties to clarify the policy that was in question.

When an initial report of misconduct by a third party does not identify the Complaining Party or the Complaining Party is not available, the Student Conduct Officer/Investigator will investigate the reported incident to the fullest extent of the information available.
When a Complaining Party is identified but is reluctant to participate in the investigative process and/or the student conduct process entirely, the University will make every attempt to follow the wishes of the Complaining Party while weighing the interests of the campus community and the possibility of a continuing threat. If the Complaining Party does not want to participate in the investigative process but has no aversion to the University pursuing conduct action with respect to the named Responding Party, the University will proceed with the student conduct process to the extent of the information available. If the Complaining Party does not want the University to pursue the report in any respect, the University will investigate further only if there is reason to believe that a significant continuing threat to the campus community exists.

NOTE: The Executive Director of Student Affairs or designee may proceed with the conduct process (even if the Complaining Party(ies) choose not to participate) on a case by case basis if the alleged behavior involves pattern, predation, threat, or violence (PPTV) that may significantly impact the campus community and others.

Misconduct addressed by the Office of Student Conduct
1. Academic Misconduct

Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.

Additional information about academic misconduct is available in the Angelo State University Part II: Community Policies section.

a. Cheating
1. Copying from another student’s academic work, test, quiz, or other assignment.
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
3. The use or possession of materials or devices during academic work, test, quiz or other assignments which are not authorized by the person administering the academic work, test, quiz, or other assignment.
4. Possessing, using, buying, stealing, transporting, selling, or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key homework solution, or computer program/software.
5. Possession, at any time, of current or previous course materials without the instructor’s permission.
6. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution, or computer program.
7. Transmitting or receiving information about the content of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz, or other assignment or sign
in/register attendance.

9. Taking, keeping, misplacing, damaging, or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.

11. Failing to comply with instructions given by the person administering the academic work, test, quiz, or other assignment.

b. Plagiarism

1. The representation of words, ideas, illustrations, structure, computer code, other expression, or media of another as one’s own and/or failing to properly cite direct, paraphrased, or summarized materials.

2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

c. Collusion

The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.

d. Falsifying Academic Records

1. Altering or assisting in the altering of any official record of the University and/or submitting false information.

2. Omitting requested information that is required for, or related to, any official record of the University.

e. Misrepresenting Facts

1. Providing false grades, falsifying information on a resume, or falsifying other academic information.

2. Providing false or misleading information in an effort to injure another student academically or financially.

3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance, and/or obtain an academic or financial benefit for oneself or another individual.

NOTE: Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses, family and personal emergencies, and signing into class and failing to remain the entire time.

f. Violation of Professional Standards

Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

NOTE: Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.

g. Unfair Academic Advantage

Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f above.
PART II: COMMUNITY POLICIES (https://www.angelo.edu/student-handbook/community-policies/)

SECTION B: ACADEMIC INTEGRITY

1. Angelo State University Statement of Academic Integrity
   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.

2. Academic Dishonesty Definitions
   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.

3. Instructor Responsibilities
   Any person aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Executive Director of Student Affairs or designee to discuss the nature of the violation and the student’s record of academic integrity violations. Instructions for reporting allegations of academic dishonesty are available in the Code of Student Conduct. The instructor will notify the student of the alleged misconduct and attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to, assigning a paper or research project related to the academic integrity; assigning a make-up assignment that is different than the original assignment; issuing no credit for the original assignment; reducing the grade for the assignment and/or course; issuing a failing grade on the assignment; and/or issuing a failing grade for the course. The academic penalty will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Executive Director of Student Affairs or designee as a central clearinghouse of violations. The Executive Director of Student Affairs or designee will review the case and may impose additional sanctions if warranted as outlined in the Code of Student Conduct.

4. Withdrawal and Assignment of Grades
a. Once a student has been notified of an academic integrity allegation, the student may not drop the course until the academic integrity processes are complete. If a student drops or withdraws, the student will be reinstated to the course in question. A student should continue attending class and participating in course work until the disciplinary process is complete. If it is determined that the student was not responsible for academic integrity violations and/or the referring faculty member allows the student to withdraw from the course, the student may file a request with the Provost and Vice President for Academic Affairs for approval to drop the course or withdraw from the University retroactively.

b. If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the faculty member should notify the Department Chair and the Academic Dean of the intention to assign a grade of F and/or leave the final grade blank. The involved student may be given a temporary grade of X by the Registrar’s Office, which does not affect the student’s GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in Part I, Section C.5. (Disciplinary Appeals Procedures).

5. Academic and Disciplinary Penalties
The academic and disciplinary penalties will not be implemented until the disciplinary procedure and appeal process has been exhausted. In cases in which a student is found not responsible for academic dishonesty, the student will be entitled to the grade he/she would have received in the absence of an academic integrity violation. In addition, the student will be allowed to continue in the particular course without prejudice.

6. Referrals to the Executive Director of Student Affairs
In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Executive Director of Student Affairs or designee for the assignment of disciplinary sanctions. Instructions for reporting academic dishonesty violations are available in the Code of Student Conduct. A student referred to the Executive Director of Student Affairs or designee for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the Code of Student Conduct. Instructors of record of the course where the alleged violation occurred and the Academic Dean of the college where the student is enrolled or of the college housing the course where the alleged violation occurred may participate in the adjudication of the violation and assignment of additional sanctions with the Executive Director of Student Affairs or designee as outlined in the Code of Student Conduct.

NOTE: Additional Academic Integrity information is available from the Office of Student Affairs.

Course Schedule
The course schedule is subject to change at the instructor’s discretion at any time due to any circumstances during the semester. Additional reading assignments will be given throughout the semester.

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<thead>
<tr>
<th>Dates</th>
<th>Chapter</th>
<th>Major Assignments</th>
<th>Important Info</th>
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</thead>
<tbody>
<tr>
<td>1/25-1/29</td>
<td>Chapter 3 Summarizing and Responding</td>
<td>Course Introduction</td>
<td>Class Starts 1/25</td>
</tr>
<tr>
<td>2/1-2/5</td>
<td>Chapter 3 Summarizing and Responding</td>
<td></td>
<td></td>
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<tr>
<td>2/8-2/12</td>
<td>Chapter 3 Summarizing and Responding</td>
<td>Summary Due</td>
<td>No School 2/12</td>
</tr>
<tr>
<td>2/15-2/19</td>
<td>Chapter 11 Analyzing Texts</td>
<td></td>
<td>No School 2/15</td>
</tr>
<tr>
<td>2/22-2/26</td>
<td>Chapter 11 Analyzing Texts</td>
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<tr>
<td>3/1-3/5</td>
<td>Chapter 11 Analyzing Texts</td>
<td>Analysis Due</td>
<td></td>
</tr>
<tr>
<td>3/8-3/12</td>
<td>Part 7 Doing Research</td>
<td></td>
<td>No School 3/12</td>
</tr>
<tr>
<td>3/15-3/19</td>
<td>Spring Break</td>
<td>Spring Break</td>
<td>Spring Break</td>
</tr>
<tr>
<td>3/22-3/26</td>
<td>Chapter 20 Proposals and Part 7 Doing Research</td>
<td>Proposal Due</td>
<td></td>
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<tr>
<td>3/29-4/2</td>
<td>Chapter 20 Proposals and Part 7 Doing Research</td>
<td>Proposal Due</td>
<td></td>
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<tr>
<td>4/5-4/9</td>
<td>Chapter 15 Annotated Bibliographies and Reviews</td>
<td>Annotated Bibliography Due</td>
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<td>Chapter 15 Annotated Bibliographies and Reviews</td>
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<td>Part 8 Media/Design</td>
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