

# English 1301: Writing Composition TT

Instructor: Mr. Scott

Office: Academic Building, Room A001C

Phone: 325-486-6144

Email: [rscott@angelo.edu](mailto:rscott@angelo.edu)

Outside Hours:

Monday & Wednesday: 1 p.m. to 2:30 p.m.

Tuesday & Thursday: 9:30 a.m. to 10 a.m. & 1:30 p.m. to 2 p.m.

And by Appointment

## Introduction to Academic Writing

### Section One: Course Description, Outcomes, and Objectives

This course emphasizes the writing process and will offer substantial practice in the production of effective prose essays as well as the analysis of selected readings. The prerequisite for this course is that all **TSI Requirements** must have been met.

#### ASU Core Curriculum Objectives for English 1301 & Related Course Assessments

Students in English 1301 will practice the following core curriculum learning objectives: critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

##### Critical Thinking:

1. Students will gather, analyze, evaluate, and synthesize information relevant to a question or issue by employing problem-solving strategies that generate positions and arguments and by examining the basic principles of information-gathering to support a thesis.
2. Students will then develop and demonstrate a logical position (i.e. perspective, thesis, and hypothesis) that acknowledges ambiguities or contradictions by analyzing and evaluating their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

##### Communication:

1. Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, and/or circumstances relevant to written communication by using relevant and appropriate content for the specific rhetorical situation in order to express their purpose(s) effectively.

**Teamwork:**

1. Students will consider different viewpoints as a member of a team by working toward a shared purpose or goal with members of their team and by creating and evaluation their peers' drafts, presentations, and arguments.
2. Students will work effectively with others to support and accomplish a shared goal by devoting efforts to team task, interacting with others, contributing to the team and resolving and synthesizing divergent viewpoints within a group.

**Personal Responsibility:**

1. Students will demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making by identifying their own core beliefs and the sources of those beliefs to connect their choices and actions to decision- making and by recognizing possible consequences of their decisions. Upon successful completion of this course, you should be able to:
  - a. Apply an understanding of the nature of the writing process by using all phases in writing;
  - b. Apply an understanding of the principles of audience analysis by adapting language, structure, and detail to the needs of specific readers;
  - c. Apply an understanding of basic prose structures by using them in sentences and paragraphs in essays so readers can easily understand your purpose and follow your progression of ideas;
  - d. Generate enough detail to convince readers of the validity of your thesis;
  - e. Demonstrate sensitivity and attentiveness to language, applying principles of style and tone to enhance the appeal of the essay;
  - f. Write prose largely free of errors in grammar, diction, usage, and mechanics.

In an effort to help you achieve these learning outcomes, I have prepared lessons, readings, and class assignments, listed in the syllabus schedule. These lessons will help you:

1. Develop skills in expressing yourself in writing;
2. Gain factual knowledge about academic writing (the terminology and format of academic writing);
3. Learn fundamental principles, generalizations, and theories (the writing process, writing as thinking).

**Prerequisite Skills:**

1. Students must be familiar with MicroSoft Word (97-2003, 2007, or later versions). All required assignments must be completed and submitted using Word. You must have the ability to:
  - a. Use devices to communicate with other systems to access data, upload, and download;
  - b. Use email to create, send, respond, and use attachments;
  - c. Use word processing;
  - d. Navigate systems such as Blackboard and the internet;

- e. Navigate Windows or MAC operating system to manipulate files using file manager, determine active printer, access installed applications, create and delete directories and files.

#### **Participation Requirements:**

1. To be successful, it is important for you to access Blackboard (Bb) frequently, at least every other day for announcements and discussions. It is essential that you access your ASU email every day. Other specific participation requirements are included as part of the course evaluation system and are included in the syllabus.

## **Section Two: Student Responsibilities, Grading, Assignment Submission**

### **Required Text and Materials**

**Textbook:** No textbook is required; instead, readings will be given through Blackboard.

**USB:** Each student will need to have at least one USB to be used to save file (more than one is recommended).

**Note Taking Materials:** All students are required to have note taking material for each class and to have those materials out on your desk. If you are watching a streaming session, you should still be taking notes.

### **Blackboard (Bb)**

To access course materials, course assignments, visual presentations, recorded sessions, and turn in assignments you must have access to Blackboard. All course materials will be posted in Blackboard. Blackboard will also be used to distribute information through emails to student to provide updates and make important announcements. If you are enrolled in a course, you are automatically enrolled in Blackboard and will automatically receive any email announcement made through that platform. As a result, it is vital that you regularly check both Blackboard and your ASU email account. Failing to do so will not be accepted as an excuse.

### **Assignment Submission Policies**

All assignments must be submitted through Blackboard. I cannot and will not accept any assignment via email. When you submit an assignment through Blackboard, it is automatically recorded in your Grade Book. I cannot insert materials not submitted through Blackboard to your Grade Book.

Most assignments will be submitted in MLA format. Final submissions for grade must conform to all academic format requirements. Graded assignment must be submitted in Blackboard and will be graded by me in Blackboard and returned to your Grade Book in Blackboard with my comments and grade assessment.

### Missing Assignments

All elements of an assignment (draft reviews, exercise worksheets, and final drafts) must be submitted for the assignment to be considered complete. If draft reviews are required for an assignment, then all draft reviews are required to be submitted before I will accept or grade a final draft. Missing draft reviews will have an impact on the final grade, and failure to turn in any draft reviews will result in a zero for that assignment.

### Late Submissions

All elements of an assignment are due on the assigned date. No late submission will be accepted resulting in a zero for that assignment. All Blackboard final drafts must be submitted by 11:59 p.m. the day the assignment is due. Any exceptions to this policy must be approved by me in advance of the due date.

### Lost Work

You need to devise a strategy for safely securing all of your digital files. You need to backup you files in multiple locations as we all know that hard drives can fail and USB can be lost. I strongly recommend that you print out hard copies of your assignments. I will not accept technological breakdowns or lost file as a valid excuse for missing an assignment deadline.

### Grading

Students are responsible for keeping up the schedule outlined in the course syllabus. Missing class is not an excuse for lack of preparation or missing assignment deadlines. Information about changes in the syllabus schedule or the content of lectures will be communicated either through Blackboard or through Blackboard email announcements.

### Grade Determination:

<b>Quizzes and/or Exercises</b>	<b>15%</b>
<b>Sequence One</b>	<b>15%</b>
<b>Sequence Two</b>	<b>20%</b>
<b>Sequence Three</b>	<b>20%</b>
<b>Peer Reviews</b>	<b>15%</b>
<b>Final Essay</b>	<b>15%</b>
<b>Total</b>	<b>100%</b>

**November 22<sup>nd</sup>** is the last day to drop the course with a "W."

**The Writing Center:** When necessary, you may be referred to the Writing Center for tutoring. Referrals are not a form of punishment but are mandatory. When you go to the Writing Center, you must allow the Center to send me an email concerning the visit. Failure to comply with a referral can have a serious impact on subsequent assignment grades. The Center is located on the third floor of the Porter Henderson Library, Room C305. The Center's hours of operations are as follows:

Monday-Thursday: 10 a.m. to 5 p.m.

Wednesday evening: 6 p.m. to 8 p.m.

Friday: 10 a.m. to noon

Sunday: 1 p.m. to 4 p.m.

## Section Three: Course Policies & Services

### ATTENDANCE POLICY

Because this is a student-oriented class, regular attendance is required. Each student will be allowed four (5) excused absences for the course of the semester. When the allowed number of absences has been exceeded, the student automatically fails the course. Classes begin promptly at the designated time, and roll will be called at the beginning of class. Once roll is taken, the door to the classroom will be closed and locked. No one will be admitted after that time.

Attendance is more than simply occupying a chair. Students who fail to have required homework or are unprepared for class (**lacking note taking materials, hand-ins, workshop drafts, or other required materials**) can be marked as absence. Participation in classroom activities is also required. If in my opinion a student is not participating, I reserve the right to count that student absence (**this includes laying heads on desk, sleeping, messing with a cell phone or other electronic device, or carrying on conversations unrelated to classroom activities**).

### Attendance Exceptions

There may be at times special circumstances that might require additional consideration on my part (such as medical emergencies). **If you come in contact with someone who has tested positive for Covid 19 or you have tested positive for Covid 19, do not attend the physical class. If you have symptoms that suggest you might have Covid 19 or are sick at all, do not attend the physical class. You must complete the Student Wellness Check.** If it is necessary to you to miss a number of classes, I will be notified by the university. If the university does not send me notification, you will need to contact me as soon as possible with explanations. A student missing a week of classes should notify the Student Life Office and/or the dean. I will only give additional consideration when satisfactory evidence is presented that indicate

**a catastrophic event has occurred that warrants additional consideration.**

Students who participate in sanctioned university events will be given an excused absence; however, you are still responsible for any work that is due and responsible for keeping up with assignments and work due in following classes. In any case you are still responsible for viewing the recorded lectures. You should also contact me about any upcoming absences through email.

**Academic Honesty**

“Academic integrity is taking responsibility for one’s own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.” (<https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>)

“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” (Part I, section B.1 of the *Code of Student Conduct*).

**Special Accommodations**

Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, located in room 112 of the University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made. <https://www.angelo.edu/services/disability-services/disability-services-policy-statement.php>

- 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 discriminating 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.

Student Contact: The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a

disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office, Room 112 University Center, at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at [Student.Life@angelo.edu](mailto:Student.Life@angelo.edu) to begin the process.

### **Student Absences 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."

### **Classroom Behavior Policies**

- Students who sleep or disrupt the classroom will be asked to leave the room and counted absence.
- Continuous disruptions in the classroom will result in disciplinary action.
- No cell phones or other electronic devices are permitted in class other than for the Wellness Badge check.
- No food or drinks are allowed in the classroom.

## **Section Four: Course Schedule**

### **Reading Assignments**

Readings assigned in the schedule are due by the next class. Even though only half of the class will be in physical attendance, all students are required to complete the readings on time. All readings will be assigned in Blackboard.

### **Quizzes & Classroom Exercises**

All quizzes will be given in Blackboard and will be required to be completed by the end of the day the quiz is assigned. Missing a quiz will result in a zero. The same goes for Exercises that are assigned. No physical work will ever be turned in to me; instead, all work will be completed in the Blackboard platform.

### **Assignment**

All assignments are due the day that they appear on the schedule. Late assignment submissions will be given a grade of zero unless arrangements have been made with me before the deadline. Please note that more detail instructions will be given with each assignment. It is vital that you follow all directions.

### **Course Schedule**

The schedule for this course is likely to change at some point. Any changes to the schedule will be announced in class and announced in a Bb email. Students missing classes are also responsible for any schedule changes. Students who miss class are also responsible for being prepared for the next class. Students who are not prepared with the necessary materials can be counted as absence.

### **Week One: August 23-27**

- Tues. 8/24                      Course Introduction/Syllabus
- Thur. 8/26                      Lecture: Preparing for College/College Writing  
**Reading:** “The Transaction”

### **Week Two: August 30- September 3**

- Tues. 8/31                      Class Canceled  
**Assignment: Read the “The Transaction”**
- Thur. 9/2                        Lecture: Critical Reading and Critical Thinking & Summary

### **Week Three: September 6-10**

- Tues. 9/7                        Lecture: Purpose of Summary & Rhetorical Structures, Moves, and Strategies  
**Assignment: Sequence One LSA1—Mapping the Structure**
- Thur. 9/9                        Lecture: Writing a Summary, Formatting, and Drafting
- Fri. 9/10                        **Due by the end of the day to Blackboard: S1LSA1—Mapping the Structure**

### **Week Four: September 13-17**

- Tues. 9/14                      Lecture: Common Mistakes When Writing College Summaries  
**Assignment: Sequence One LSA2--Summary**
- Thur. 9/16                      Collaborate Session: Mini Grammar Lesson, Common Grammatical Errors

### **Week Five: September 20-24**

- Tues. 9/21                      Lecture: Writing a Summary, Formatting, and Drafting Cont.  
**Peer Review: Due by beginning of class Global Draft to Discussion Board**
- Thur. 9/23                      Lecture: Paragraph Organization & Structure & Objective vs. Subjective



## Week Six: September 27- October 1

- Tues. 9/28                      Lecture: Sentence Level Issues  
**Peer Review: Due by beginning of class Organization Draft to Discussion Board**
- Thur. 9/30                      Lecture: Introduction to Sequence Two--Argument  
**Peer Review: Due by beginning of class Local Draft to Discussion Board**

## Week Seven: October 4- 8

- Tues. 10/4                      Lecture: Identifying an Issue and making a Claim & Plausible Reasons and Evidence  
**Assignment: S2LSA1—Claim and Issue**  
**Due by the end of the day to Blackboard: S1LSA2—Summary**
- Thur. 10/6                      Lecture: Using Evidence to Support your Reasons  
**Assignment: S2LSA2—Plausible Reasons and Evidence**  
**Peer Review: Due by beginning of class Claim and Issue Paragraph to Discussion Board**

## Week Eight: October 11-15

- Tues. 10/12                      Lecture: Acknowledging Opposing Viewpoints  
**Assignment: S2LSA3—Acknowledging Opposing Viewpoints**  
**Peer Review: Due by beginning of class Plausible Reasons and Evidence Paragraphs to Discussion Board**
- Thur. 10/14                      Lecture: Organization of Argument and Concluding Paragraph  
**Peer Review: Due by beginning of class Acknowledging Opposing View Paragraph to Discussion Board**

## Week Nine: October 18-22

- Tues. 10/19                      Lecture: Documentation & Plagiarism  
**Assignment: Sequence One Capstone—Revised Summary**  
**Peer Review: Due by beginning of class Concluding Paragraph to Discussion Board**

Thur. 10/21                      Lecture: Finding Sources using USearch &Evaluating Sources

### **Week Ten: October 25-30**

Tues. 10/26                      Lecture: Incorporating Quotations and In-Text Citations  
**Peer Review: Due by beginning of class Complete Draft to Discussion Board**

Thur. 10/28                      Lecture: Attributions & Bibliography

Fri. 10/29                      **Due by the end of the day to Blackboard: Sequence One Capstone—Revised Summary**

### **Week Eleven: November 1-5**

Tues. 11/2                      Lecture: MLA In-text Citations and Bibliography

Thur. 11/4                      Lecture: Adding Additional Sources  
**Assignment: Sequence Three—Argument 2**

Fri. 11/5                      **Due by the end of the day to Blackboard: Sequence Two Capstone—Argument**

### **Week Twelve: November 8-12**

Tues. 11/3                      Lecture: Documentation and Organization  
**Peer Review: Due by beginning of class Global Draft to Discussion Board**

Thur. 11/5                      **Peer Review: Due by beginning of class Organization Draft to Discussion Board**

### **Week Thirteen: November 15-19**

Tues. 11/16                      **Peer Review: Due by beginning of class Local Draft to Discussion Board**

Thur. 11/18                      **Peer Review: Due by beginning of class Bibliography to Discussion Board**

### **Week Fourteen: November 22-26**

Mon. 11/22            **Last Day to Drop with a “W”**  
**Due to Blackboard by the end of the day Sequence Three—**  
**Argument 2**

Tues. 11/23            Lecture: Discourse Communities and Academic Writing

Thur. 11/25            **Holiday**

**Week Fifteen: November 29- December 3**

Tues. 11/30            Lecture: Review and Final Reflective Essay

Thur. 12/2             Lecture: Review and Final Reflective Essay

**Week Sixteen: December 6-10**

Tues. 12/7             Final Exams: **Due by the end of the day to Blackboard—Final**  
**Reflective Essay**