

Instructor: Ms. Ryan

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Office Hours: MW 11:00-12:30, TTH 12:20-1:00, and by appointment

English 1302.030, 040

Fall 2021

MWF

COVID INFORMATION:

Please refer to the link below OFTEN as guidelines and protocols are subject to change.

<https://www.angelo.edu/covid-19/>

CDC GUIDELINES FOR PRACTICING SOCIAL DISTANCING:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

STUDENT DISABILITY SERVICE:

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. All students at Angelo State University must have the capacity and ambition to undertake, with reasonable accommodation from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or certification programs which they are pursuing.

The Office of Student Affairs 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:

Dallas Swafford

Director of Student Disability Services

Office of Student Affairs

325-942-2047

dallas.swafford@angelo.edu

University Center, Room 112

1302 STUDENT OUTCOMES:

Upon completing English 1302, students should:

- be able to use reading and writing for inquiry, learning, critical thinking, and communicating
- be able to write to a variety of audiences in a variety of disciplines
- be familiar with the ASU Library and be able to use its online resources, electronic databases, and perform academic research
- be able to work through the research process to write a research paper
- understand attribution and documentation and use an appropriate style

English 1302 outcomes will be measured by various assignments, including the composition of a research paper. All assignments will be evaluated on several requirements, including but not limited to: structure, grammar, punctuation, content, purpose, audience, and critical analysis.

ASU CORE CURRICULUM OBJECTIVES FOR ENGLISH 1302 AND RELATED COURSE ASSESSMENTS:

Students in English 1302 will practice the following core curriculum learning objectives in critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

Critical thinking will be demonstrated in a final reflection essay.

- 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.
- Students will then develop and demonstrate a logical position (i.e. perspective, thesis, 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 will also be demonstrated in a final reflection essay.

- Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, 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 will be demonstrated in various assignments.

- 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 evaluating their peers' drafts, presentations, and arguments.
- 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 will be demonstrated in a final reflection essay.

- 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 in order to connect their choices and actions to decision-making and by recognizing possible consequences of their decisions.

PREREQUISITES:

Completion of 1301 or equivalent credit

REQUIRED MATERIALS:

One USB to be used for this class only

ATTENDANCE POLICY:

This class adheres to a departmental attendance policy that allows for **five (5)** unexcused absences. If a student accumulates more than the allotted **five (5)** unexcused absences, *the student will not pass the course*. For an absence to be excused, students must provide documentation in a timely fashion testifying as to their *legitimate* absence, such as a doctor's note, notice from the health department, or ASU Student Affairs. Being late to class will constitute an absence.

EXTENUATING CIRCUMSTANCES:

At times, there may be special circumstances that might require additional consideration on my part (such as medical or family emergencies). In such cases, the student must appeal to the Student Life Office. Any additional consideration will be at my discretion even after I am contacted by the Dean.

Please be aware that situations like weddings, court dates, work, non ASU sponsored events, etc., are not considered extenuating circumstances.

BLACKBOARD:

In order to ensure that students have access to course materials at all times, all assignment sheets, required reading assignments, and related handouts will be posted on Blackboard. When indicated on the syllabus, students are required to access corresponding assignment sheets, required reading assignments, and/or handouts and have those documents available in class. Failure to produce the required documents in class on the scheduled class dates will result in an absence. All students enrolled in the course are automatically enrolled in Blackboard.

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.

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.

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for reading and understanding ASU's Student Code of Conduct, which is available here: <https://www.angelo.edu/live/files/27603-student-handbook-2020-21>

Students who are determined to have violated this policy will receive a failing grade on the assignment as well as a failing grade in the course. They will also be referred to the English and Modern Languages Department Chair for further action.

WRITING CENTER:

The Writing Center is an academic support service available to all ASU students. I strongly encourage you to make the Center an integral part of your writing process by visiting the tutors frequently during the semester. When necessary, I may require you to visit the Center for help during the writing process. Such referrals are mandatory; therefore, no paper will be accepted if the required tutorial is not completed. The Center is located on the third floor of the Porter Henderson Library, Room C305; the phone number is 325-486-6173. For more information, click here: <https://www.angelo.edu/current-students/writing-center/>

ASSIGNMENT SUBMISSION RULES:

Papers:

- In- and out-of-class papers will be submitted via Blackboard in **Microsoft Word**. Papers must follow the manuscript conventions discussed in class.
- All papers, including drafts, style checks, edited copies, and final copies, are due on the dates assigned on the syllabus. Papers will not be accepted unless Writing Center referrals (if required) have been completed.
- Late papers/assignments will **ONLY** be accepted up to three (3) class days beyond their due date(s). Ten (10) points will be deducted for **each day** your assignment remains late. After three (3) class days, all possible points for the assignment will be forfeited, and you will receive a **zero (0)** on that assignment.

QUIZZES AND EXAMS:

In class announced and unannounced quizzes will be given throughout the semester. There will be **no** make-ups for quizzes. A student must be present to receive credit for any quizzes assigned during class. Major exams may be made up only at my discretion and only if you have discussed the situation with me in advance.

DAILY EXERCISES:

In- and out-of-class writing assignments will be given throughout the semester. Some of the assignments will be timed writing and will be due at the end of that particular class. There will be **no** make-ups for daily exercises. A student must be present to receive credit for any daily exercise assigned during class.

GRADE DETERMINATION:

Your grade for the semester will be determined as follows:

Quizzes	3%
Daily Exercises (In class assignments and timed writings)	10%
Research Proposal (500 words)	15%
Annotated Bibliography (800 words)	15%
Sentence Outline (400 words)	6%
Research Paper (2500 words)	15%
Oral Presentation (8-10 minutes)	8%
Literary Analysis (800 words)	13%
<u>Final Reflection Essay</u>	<u>15%</u>
Total	100%

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: <https://www.angelo.edu/live/files/14197-op-1011-grading-procedures>

TITLE IX AT ANGELO STATE UNIVERSITY:

Syllabus Statement Fall 2021

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

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

E-Mail: 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.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS:

- "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
- 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.

CLASSROOM BEHAVIOR:

- Students are expected to behave as adults—this is not high school.
- Active engagement in classroom activities is required.
- Students who sleep or disrupt the classroom will be asked to leave and charged with an absence.
- Continuous disruptions in the classroom may result in failure of the class.
- Leaving the classroom during class is disruptive. Personal needs should be taken care of before class. Students who continually leave the classroom during class will be asked to leave and charged with an absence.

FOOD AND DRINK:

No food or beverages are allowed in the classroom at any time.

ELECTRONIC DEVICES:

University policy dictates that students turn off all electronic devices **prior** to entering the classroom. The first time a device interrupts class, I will ask you to turn it off. The second time, I will ask you to leave and charge you with an absence. Headphones and/or earpieces are to be removed prior to entering the classroom as well. Checking your phone during class is not permitted. Put it in your backpack to eliminate that temptation.

WITHDRAWAL POLICY:

The last day to drop a course or to totally withdraw from the University will be **Monday, November 22, 2021**. Withdrawal grades will be indicated by **W**.

Ms. Ryan
MWF

Fall 2021
English 1302.030, 040

Syllabus for August 23-October 1

All work, including writing assignments, reading assignments, assignment sheets, quizzes (unless in class), and/or handouts, are due *before* midnight (11:59 pm) the day **prior to the due date on the syllabus** unless otherwise indicated. Activities and deadlines subject to change with prior notice.

NOTE: You must have access to handouts that are highlighted in yellow below. These are always available on Blackboard unless otherwise indicated on the syllabus or by me.

Week 1: August 23-27

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|-----|----|--|
| Mon | 23 | Introduction to the Course
Handout(s): Course Description |
| Wed | 25 | Introduction to the Course cont
Handout(s): Syllabus |
| Fri | 27 | Introduction to the Course cont
In class Assignment: Timed Writing |

Week 2: August 30-September 3

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|-----|----|---|
| Mon | 30 | Diagnostic Essay
In class Assignment: Timed Writing |
| Wed | 1 | Read: https://owl.english.purdue.edu/owl/resource/566/01/
Quiz
Handout(s): Grading Standards |
| Fri | 3 | Read: https://owl.english.purdue.edu/owl/resource/566/02/
Quiz
Handout(s): Common Errors sheet |

Week 3: September 6-10

Mon 6 Holiday (Pending Board Approval)

Wed 8 Read:
https://owl.purdue.edu/owl/general_writing/academic_writing/rhetorical_situation/index.html
Due:
Handout(s):
Class Discussion: Introduction to the Rhetorical Situation, What is Rhetoric?

Fri 10 Due:
Handout(s): **The Rhetorical Analysis**
Class Discussion: Writer, Audience, Message
In class Assignment: Timed Writing

Week 4: September 13-17

Mon 13 Read:
https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html
Due:
Handout(s):
Assignment: Email
Class discussion: Professional Email Etiquette

Wed 15 **Due:** Email
Handout(s):
Class discussion: Library Orientation

Fri 17 Handout(s): **Library Exercise**
Due:
Class Discussion: Library Orientation cont, Research Topics

Week 5: September 20-24

Mon 20 **Due:** **Library Exercise**
Handout(s):
Class Discussion: Research into specific topics

Wed 22 Due:
Handout(s): **Research Proposal Assignment Sheet**
Class Discussion: Research into specific topics, Research Proposal Memo format

Fri 24 **Due: Rough** draft of Research Proposal Memo format
Handout(s): **Global Revision Guidelines for Research Proposal Memo format**
Class Discussion: Introduction to Peer Review
Workshop: Peer Review global revisions of Research Proposal Memo format

Week 6: September 27-October 1

Mon 27 **Due: Revised** draft of Research Proposal Memo format
Handout(s): **2nd Global Revision Guidelines for Research Proposal Memo format**

Workshop: 2nd Peer Review global revisions of Research Proposal Memo format

Wed 29 **Due: Content Ready** draft of Research Proposal Memo format
Handout(s): **Sentence Level Revision Guidelines for Research Proposal Memo format**
Workshop: Peer Review sentence level revisions of Research Proposal Memo format

Fri 1 **Due: Final draft** of Research Proposal Memo format **submitted via Blackboard**
Read: <https://courses.lumenlearning.com/englishcomp1v2xmaster/chapter/how-to-write-an-annotation/>
Handout(s): **Annotated Bibliography**
Class Discussion: Annotated Bibliography