



Angelo State University  
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College Year: 2021 – 2022  
Fall 2021

## English 1301 Dual Credit

### **Textbook**

Ann Raimes. Keys for Writers, 7th edition - Handbook. Houghton-Mifflin, 2011.

### **Technology Requirements**

Internet  
Computer –  
Microsoft Office Word (provided by ASU)  
Access to Angelo State's Rampart & Blackboard

### **Suggested Supplies**

1 – flash drive  
1 – folder

### **English 1301: A Core Communications Course**

The ASU Core Curriculum Committee has designated English 1301 as a core course in the area of Communication. According to the Texas Higher Education Coordinating Board, courses in this foundational component area should “focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively” and should “involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.” In addition, every core course must help students develop four of the broad core skills. The core skills designated for this class are as follows:

- Critical Thinking Skills – To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- Communication Skills – To include effective development, interpretation and expression of ideas through written, oral, and visual communication;
- Teamwork – To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal; and
- Personal Responsibility – To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

## Student Learning Outcomes

All of the principles and conventions of good writing can be distilled into two rules: “Have something to say, and say it well.” More specifically, upon completing the course, you should

- understand the nature of the writing process and use all of its phases in writing;
- understand the principles of audience analysis and adapt content, structure, and language 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 your purpose and follow your progression of ideas;
- be able to generate sufficient and appropriate detail to convince readers of the validity of your thesis;
- be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays.
- be able to write prose largely free of errors in grammar, diction, usage, and mechanics.
- be able to think critically about your own writing and the writing of others;
- be able to collaborate with others to produce more effective texts.

## Grading Policy/Scale

Quiz	20%
Essays/Projects	30%
Exams	25%
Assignments	15%
Participation	10%

A = 90-100%
B = 80 – 89%
C = 75-79%
D = 70-74%
F = 0-69%

## Attendance

- Any student who is absent is responsible for obtaining the work and/or assignments missed.
- Any student who misses class due to an extra-curricular activity is responsible for checking Blackboard for any missing work.

## Instructions to Access ASU’s Ramport & Blackboard

### **You need access to Blackboard ASAP!**

One of the main requirements of this course is to have access to Angelo State’s RamPort & Blackboard. Ramport is the place where you may see your final letter grades and GPA from ASU, and it is the place to request transcripts when needed. Blackboard is our ONLINE learning tool. This is where you will take tests/quizzes, turn in essays, and where you will find important links to discussion boards, assignments, grades, Turinitin, and links to LIVE lessons/lectures by me, Mrs. Gonzalez. You may access your ASU email through RamPort.

Follow the instructions below.

1. Go to [www.angelo.edu](http://www.angelo.edu) and scroll down to the bottom of the site. You will find important links there.
2. Click on **RamPort** under the “Sites” heading.
3. Type in your USERNAME and PASSWORD.
  - a. You should have received an email from ASU after you were accepted to the university. They would have sent it to the email you listed when you applied to ASU.
  - b. If for some reason the password does not work, or you cannot find the corresponding email, please call the ASU Help desk at (325) 942-2911. Someone will be there to help you change/update your password 24/7.
  - c. When you call the Help desk, you will need your Student ID number for ASU. This also was indicated on the acceptance email you should have received. If you do not know your Student ID#, ask the Help desk receptionist to verify who you are with

additional information.

4. Make sure you are in front of a computer when you call the Help desk.

### Lost Work

Students will need to devise a strategy for securely storing digital files. We all know that hard drives can fail and flash drives can disappear. Backup all of your work. **I will not accept technological breakdowns or lost files as valid excuses for missing assignment deadlines.**

### Classroom Rules (for when you return to school)

- Students will be on time to class.
- Students are **not** allowed to use cell phones or any recording devices during class.
- Students will be responsible for keeping their desks and surrounding areas clean and free of litter.

### Plagiarism

Students are expected to follow ethical conduct when completing written assignments. **ANY STUDENT WHO PLAGIARIZES WILL RECEIVE AN F FOR THAT GIVEN ASSIGNMENT.** All essays & written assignments will be submitted to turnitin.com to check for plagiarism.

**\* The instructor may modify the syllabus as needed at any time.**

## Semester at a Glance

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### Week

### Lecture Topics & Assignments

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August 23 - 27

Course Introduction  
Syllabus & Class rules  
Blackboard Review  
Parts of Speech TEST  
Grammar, Usage, & Mechanics – ONGOING  
Sentence structures/clauses

Aug. 30 - Sept. 3

Reading Assignment: "Rhetoric: The Art of Persuasion"  
-guided reading questions  
Grammar, Usage, & Mechanics – ONGOING

Sept. 6 - 10

-commas, semi-colons, colons  
-subject/verb agreement

Sept. 13 - 17

**Personal Narrative/Snapshot**

Sept. 20 - 24

Essay Planning Model – The Outline  
-Thesis statements

Sept. 27 - Oct. 1

-types of paragraphs & topic sentences

Oct. 4 - 8

-types of evidence

Oct. 11 – 15

-transitions, conclusions, & language/diction  
**Midterm Exam & Study Guide**

Oct. 25 - 29	
Nov. 1 - 5	Thesis & Evidence in Stephen King's "Why We Crave Horror Movies"
Nov. 8 - 12	<b>Response Essay</b>
Nov. 15- 19	<b>Definition Essay</b> The Writing Process with Definition Essay -drafting -editing/revising -publishing -incorporating opposing viewpoints
Nov. 22 - 26	<b>Thanksgiving Break</b>
Nov. 29 - Dec. 3	<b>Study Guide &amp; FINAL EXAM</b>
Dec. 6 - 10	Housekeeping & Grades

## **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.

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:

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

## **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 Miller, 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.miller@angelo.edu](mailto:michelle.miller@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 of disciplinary action and possible expulsion from ASU.

#### **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