

Fall 2021

Eng 1301.T50 (A035)

Eng 1301.T60 (A033)

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Office Hours

- In-person (masks required)
 - MW 9am – 12pm
- Via email or office phone

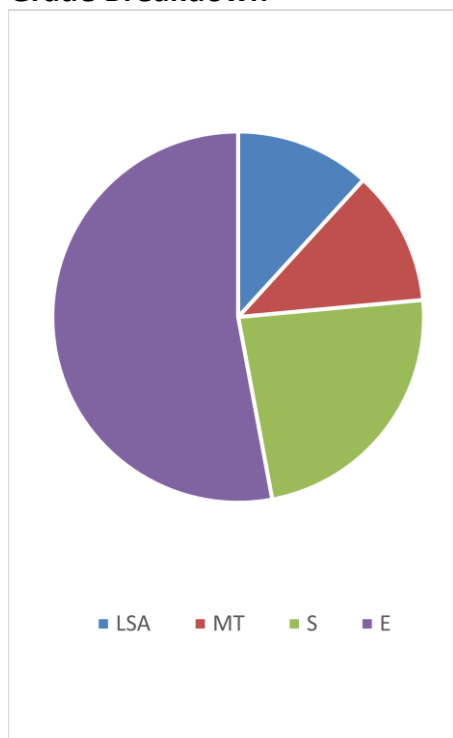
Office of Student Affairs

325-942-2062

[Writing Center](#)

[Rampart](#)

Grade Breakdown



PLEASE NOTE: The COVID pandemic is still a reality, which means that this semester is unpredictable. Students should keep updated about ASU protocols and policies by visiting the ASU Covid-19 Update Page at <https://www.angelo.edu/covid-19/>.

If changes to this syllabus or the course content become necessary, I will notify students by email or Blackboard announcement. It is your responsibility to look for such communications about the course daily.

COURSE OBJECTIVES

English 1301T is required of students who are not TSI complete or exempt in English. English 1301T emphasizes the writing process and critical reading skills. This course offers substantial practice in the production of effective prose essays as well as the comprehension and analysis of selected readings. In-class activities are supplemented with practice in a software program designed to complement the class work. Successful completion of the course achieves two goals by 1) meeting the English TSI requirement and 2) providing credit for English 1301.

STATE MANDATED DEVELOPMENTAL EDUCATION PLACEMENT

A student's placement in English 1301T is based on State of Texas requirements. Unless a student is exempt from meeting TSI (Texas State Initiative) standards, state law requires said student to participate in a developmental activity determined by the Department of English and Modern Languages if the student scores less than the minimum standard on the reading or writing sections of the TSI assessment. The State has set the following passing standards in reading and writing.

Minimum TSI Scores to be Considered College Ready in English

Reading: 351 or greater

Writing: score of 5 on the essay section or a score of 4 on the essay and a minimum score of 340 on the multiple-choice section

A student required by state or university regulations to participate in a developmental education program must be continuously enrolled until that program is successfully completed (*Bulletin*). **This means that you cannot drop English 1301T unless you completely withdraw from the university.**

STUDENT OUTCOMES

To successfully complete an English 1301T course, students should develop the skills to:

- Take notes routinely;
- Understand the nature of the writing process and use all of its phases;
- Understand the principles of audience and adapt language, structure, and detail to the needs of specific readers;
- Understand basic prose structures and apply them on the sentence, paragraph, and essay levels so that readers can easily understand the writer's purpose and follow the progression of ideas;
- Generate sufficient and appropriate detail to convince readers of the validity of a thesis;
- Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays;
- Write prose largely free of errors in grammar, diction, usage, and mechanics;
- Demonstrate an improved ability to read and understand a text (essay prompt, article, essay);
- Demonstrate an improved ability to identify and paraphrase a thesis, main points, and major details from a reading; and
- Demonstrate an improved ability to use electronic environments for drafting, reviewing, revising, and editing texts.

ASU Core Curriculum Objectives for English 1301 and Related Course Assessments

Students in English 1301T will practice the following core curriculum objectives in critical thinking, communication, teamwork, and ethical reasoning. Students will demonstrate their capabilities in these objectives by completing a variety of assignments.

- Critical thinking will be demonstrated in an analytical 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 be demonstrated in an informative 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 peer review exercises.
 - 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.
- Ethical reasoning will be demonstrated in a final essay and portfolio.
 - 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.

REQUIRED SOFTWARE AND MATERIALS

- A notebook for course notes, handouts, draft work, etc.
- Ready access to your Eng 1301T files, whether that be via thumb drive, your student P: drive, or Google docs. This is an issue of personal responsibility. I suggest emailing a copy of your work to yourself.
- Cengage MindTap Accelerate (MindTap/MT) online software. Access will be purchased in class for approximately \$50. You must have a credit or debit card to purchase access.
 - Students have a week to complete most MindTap assignments. For this reason, no due date extensions for MindTap assignments are given.
 - If any technical difficulties occur, it is the student's responsibility to contact Cengage for assistance. The Cengage contact information is available on the Cengage web page.
 - Students are strongly encouraged to begin MindTap assignments the day they are made available.

ATTENDANCE

Students are expected to be active learners. It is a basic assumption of any faculty member that students will be involved in discovering, processing, and applying course information beyond the materials and lectures presented in the course.

How does this relate to attendance? Think about how you are paying for college; do you really want to pay for a course twice? If not, you have to be present and involved in the course. Think about how much interest you have in a course; do you really think you'll enjoy taking it a second time? If not, you have to be present and involved in the course.

For the purposes of this course, 7 (seven) or more unexcused absences will result in an automatic F for the course.

- If you believe an absence should be excused, email me. I'll determine what

documentation is necessary for the absence to be considered excused. Only when that documentation is received will the absence be marked excused.

- IF your absence is excused, you will be given access to a class recording for the missed day. It is your responsibility to watch and pay attention to the recording in order to determine what you missed.

The following circumstances may result in an unexcused absence:

- Being unprepared for class. Because this is a student-centered class that relies heavily on collaborative learning, adequate preparation is essential. Should a student attend class unprepared, that student will not be able to participate in activities planned for that day and will be counted absent.
- Removal from class for inappropriate classroom behavior, including but not limited to cell phone use, sleeping, engaging in social media rather than course work, and working on assignments for other courses.

Should a serious illness, emergency, or other crisis occur, it is the student's responsibility to contact the Office of Student Affairs immediately so that professors may be informed. For prolonged absences, it is the student's responsibility to stay in touch with instructors in order to keep up with work.

If a student is aware of an absence that will occur, it is that student's responsibility to contact professors in advance and complete assigned work by an agreed-upon deadline.

Student Absence for Observance of Religious Holy Day

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.

WRITTEN WORK POLICIES

All written assignments will be typed and readily accessible using a classroom computer. If you plan on using a personal computer, it is your responsibility to ensure that you have full access to the programs and features used in class. You also need to understand that you CANNOT access ASU printers from a personal computer (in the classroom or otherwise).

Assignment Submission

All assignment instructions will include submission steps. This is for grading purposes. Issues with technology arise from time to time. If a technology issue occurs during an assignment submission, email me at dessie.davis@angelo.edu and attach a copy of what you are trying to submit. This lets me know you completed the assignment on time and are just having problems with submission in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline.

It is your responsibility to complete the submission process in Blackboard, so I can grade the work. If you do not complete the submission process in Blackboard, the highest grade possible for the assignment will be a 70 and no feedback will be provided.

File Types

I can only grade work that is compatible with the grading features in Blackboard.

- YES - .doc, .docx, .pdf, and .ppt ARE compatible
- NO - .pages, .rtf, .odt, links to Google Docs, and “documents” created on smart phones ARE NOT compatible

If you submit an incompatible file, I will enter a grade of zero (0) and include a comment that you need to resubmit the work in a compatible file type. If you do, the work will be graded as it normally would have been. If you do not, the zero (0) will stay.

ASU has computer labs in two areas on campus where students may work out-of-class on 1301T assignments. Access to Blackboard is available in all campus computer labs and to anyone who has a personal device that is Internet capable. Computer labs can be found in the following areas:

Library Learning Commons
Math/Computer Science Lab—Room 111, MCS Building

Operating hours and use requirements are posted in each lab and are also available online at http://www.angelo.edu/services/technology/labs/computer_access.php.

To use the computer labs on campus and to access the computer programs used in class, students must have a University computer access account. Students are usually issued an ASU email and a computer access account when they register. Students who do not have an account must take their ASU Student ID or receipt for classes of the current semester to the Math/Computer Science Lab. All students must have their computer access account by the second day of class.

COMPUTER CLASSROOM

The Department of English and Modern Languages has established the following rules for the computer classroom:

- Food, drinks, and tobacco products are prohibited. If you bring them into the classroom, take them out of your bag during class, or otherwise attempt to ingest them during class, you will be asked to throw them away.
- Be aware that “a person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution” (Penal Code: Title 9, Ch. 43, Subch. B, Sec.22).
- Authorized software and websites can be found on the Start/Programs menu, on the desktop, and/or on the approved website used for the class. Use of unauthorized software and/or websites is prohibited.
- Exit all programs and log off before leaving class. Good or bad, any work done with your username will be credited to you.
- Retrieve your USB from the computer.

THE WRITING CENTER

Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1301T, students will rely on the instructors, their peers, and the tutors in the Writing Center, an academic support service available to all students

at ASU. The tutors provide assistance at any stage of the writing process; however, tutors DO NOT complete a student's work, and they DO NOT proofread a student's work. Tutors teach students how to effectively revise their own writing. Students should plan to visit the Center frequently throughout the writing process for each of their out-of-class writing assignments. Instructors may also require students to visit the Writing Center. In this case, the final copy of a written assignment will not be accepted for full credit unless the student has completed the required work in the Center.

The Writing Center is located on the third floor of the Porter Henderson Library in Room 305C. Hours can be found at https://www.angelo.edu/dept/writing_center/. BE AWARE: hours and in-person availability may change over the course of the semester.

GRADES

A student's semester grade will be determined using the following weights:

Assignment	Weight
Low Stakes Assignments (LSAs)	10%
MindTap	10%
Summaries (2)	20% (10% each)
Essays (3)	45% (15% each)
Final Exam	15%
Total	100%

Grading Scale:	
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and Below	F

****NOTE: Students must earn eligibility for the Exit Exam***

To be eligible, students must

- meet the attendance requirement for the course;
- successfully submit the final draft of all summaries, essays, and the final exam;
- earn a score of 70 or above on ONE summary; AND
- earn scores of 70 or above on TWO essays

Policy on Late or Missing Assignments

Instructions for each assignment will include the due date/time. Late or missing assignments are not accepted without my prior approval.

- If I give you permission to submit an assignment late, I will include a due date.
 - 15 points will be deducted from the grade of any writing assignment submitted after the original due date but before the late due date I establish.
 - After the late due date, the work will not be accepted.

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.

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](#)

Important University Dates

The university calendar is available at [Academic Calendar \(angelo.edu\)](#).

Communication

The easiest, most efficient way to correspond with me outside class is by emailing me. You can either use the email feature in Blackboard, or you can manually type dessie.davis@angelo.edu as the recipient. I generally respond to email within 24 hours (weekends can take a bit longer). I expect you to use Edited American English in all correspondence with me.

You are welcome to call the office number listed on the first page of this syllabus. I do not have access to my voicemail as readily as I do my email, but I will do my best to answer in a timely manner. I also post information and reminders in the announcements area of Blackboard. I suggest checking daily.

Please remember that I expect you to think critically. My answer may be to refer you to another source (this syllabus, Blackboard, a more qualified individual, etc.). I may list options and leave you to choose the answer you think best. I am not avoiding answering; I am hoping that you'll take every opportunity available to develop your critical thinking skills, so you are more well prepared for success in all areas of life.

Use Good "Netiquette":

- Focus on one subject per message and use pertinent subject lines.
- Using all caps is generally viewed as SHOUTING!
- Be professional and courteous. Proper address for faculty is by formal title such as Dr. Davis unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- It is extremely rude to forward someone else's messages without their permission.

It is fine to use humor but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism).

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.

The College of Arts and Humanities 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, ideas, 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 and give appropriate credit to the source both in the body of your paper and the reference list.

Possible consequences for academic misconduct include but are not limited to:

- Reduced score for original assignment
- Zero (0) or no credit for original assignment
- Unique make-up assignment to replace original assignment
- Failing grade for the course (F and accompanying note on your transcript)
- Removal from internships/practicums
- Permanent or time-limited dismissal from the academic program and/or department and transcript note
- Loss of departmental/graduate eligibility for financial aid and other awards or endorsements
- Notification of certification board
- Documentation of professional disposition concerns
- Referral to Student Affairs for violation of ASU Student Handbook

Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/.

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.

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. The employee charged with the responsibility of reviewing and authorizing accommodation requests is Mrs. Dallas Swafford. Her office is located in UC 112; her email is dallas.swafford@angelo.edu; her phone number is 325-942-2047.

PLEASE NOTE – Any accommodations provided DO NOT automatically “roll over” to the next semester. You must visit the Office of Student Affairs prior to the start of each semester.

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
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.boone@angelo.edu
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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

FINAL DRAFTS: A FIRST-YEAR STUDENT WRITING ANTHOLOGY

Editorial Policy

The anthology features exceptional prose pieces written in response to English 1301/T prompts that fall into the following categories:

- Writing for self-expression: personal/reflective pieces,
- Writing in the academy: pieces written for academic audiences, or
- Writing in the world: pieces written for public audiences.

Each year, English 1301/T instructors nominate the strongest student submissions within their fall sections for inclusion in *Final Drafts*. As the name suggests, drafts should be polished and already very close to publication-ready at the time of submission. In making their recommendations, instructors should consider how much revision/editing a draft would need for it to meet publication standards and if the student would be willing and available to work under the instructor's editorial guidance. From this instructor-filtered submission pool, an editorial board then selects exceptional pieces for final publication in the following spring semester.

English 1301T Course Schedule: Fall 2021

**** SUBJECT TO CHANGE ****

Date	In Class	Before Next Class
Aug 24	<ul style="list-style-type: none"> • Review Course Syllabus • MLA template • Semester SMART goal 	Be sure you have a way to pay online for access to MindTap.
Aug 26	<ul style="list-style-type: none"> • Diagnostic Assignment (LSA) • Review My Grades/Feedback features in Blackboard 	Be sure you have a way to pay online for access to MindTap.
Aug 31	<ul style="list-style-type: none"> • Purchase access to MindTap (MT) • MT Email unit • Email Assignment (LSA) 	Complete and submit email assignment (LSA)
Sept 2	<ul style="list-style-type: none"> • MT • Definition of Critical Thinking • Practice peer review process • Class Discussion of Critical Thinking 	
Sept 7	<ul style="list-style-type: none"> • MT • Critical thinking activities 	Individual critical thinking activity (LSA)
Sept 9	<ul style="list-style-type: none"> • MT • Critical thinking and academics 	
Sept 14	<ul style="list-style-type: none"> • MT • Summary Notes • Movie activity • S1 Instruction review • S1 SMART goal • Annotate article for S1 	DD of S1 (attendance on 9/16)
Sept 16	<ul style="list-style-type: none"> • MT • Revision notes • Peer revision of S1 DD • S1 RD 	S1 RD sentences (attendance on 9/21)
Sept 21	<ul style="list-style-type: none"> • MT • SBE notes • Class SBE activity • Partner SBE activity (LSA) 	S1 RD2 (attendance on 9/23)
Sept 23	<ul style="list-style-type: none"> • MT • Editing notes • Peer edit of S1 RD2 • S1 Final Draft due by end of class (HSA) 	S1 SMART goal reflection (LSA)
Sept 28	<ul style="list-style-type: none"> • S2 Instructions review 	

	<ul style="list-style-type: none"> • S2 SMART goal • Work on S2 	
Sept 30	<ul style="list-style-type: none"> • Peer revision of S2 • Peer edit of S2 • Final draft of S2 due by end of class 	S2 SMART goal reflection (LSA)
Oct 5	<ul style="list-style-type: none"> • MT • Discussion of essay experiences • 7 Steps in writing process • E1 Instructions • E1 SMART goal 	
Oct 7	<ul style="list-style-type: none"> • MT • “Picture This” activity 	Submit “Picture This” activity (LSA)
Oct 12	<ul style="list-style-type: none"> • MT • Review essay graphic organizer • Introduction notes • Sample Venn diagrams 	E1 Venn diagram (attendance on 10/14)
Oct 14	<ul style="list-style-type: none"> • MT/Venn diagram conferences • Thesis notes • Sample theses • Organize “Picture This” activity 	E1 thesis (attendance on 10/19)
Oct 19	<ul style="list-style-type: none"> • MT/thesis conferences • Body paragraph notes • Body paragraph samples • DD of ≥ 1 body paragraph using graphic organizer 	DD of body paragraphs 2 and 3 (attendance on 10/21)
Oct 21	<ul style="list-style-type: none"> • MT/body paragraph conferences • Conclusion notes • Sample conclusions • DD of E1 conclusion 	Complete and PRINT entire DD of E1 (attendance on 10/26)
Oct 26	<ul style="list-style-type: none"> • MT • Share DDs • Revision Review of E1 DD • E1 RD 	Completed, PRINTED RD of E1 (attendance on 10/28)
Oct 28	<ul style="list-style-type: none"> • MT • Editing Review of RD of E1 • Submit FD of E1 (HSA) 	E1 SMART goal reflection (LSA)
Nov 2	<ul style="list-style-type: none"> • MT • Review instructions for E2 • E2 SMART goal • Begin E2 	
Nov 4	<ul style="list-style-type: none"> • Continue working on E2 	Complete E2 DD (must have for Writing Center visit)
Nov 9	<ul style="list-style-type: none"> • WRITING CENTER VISITS (LSA; do not meet in classroom) 	Completed, PRINTED E2 RD (attendance on 11/11)

Nov 11	<ul style="list-style-type: none"> • MT • E2 Peer revision • E2 Peer edit • E2 FD due by end of class (HSA) 	E2 SMART goal reflection
Nov 16	<ul style="list-style-type: none"> • Review E3 instructions • E3 SMART goal • Work on E3 	
Nov 18	<ul style="list-style-type: none"> • Work on E3 	
Nov 23	<ul style="list-style-type: none"> • MT (overall avg in BB; 10% of course average) • FD of E3 due by end of class 	
Nov 25	<ul style="list-style-type: none"> • ASU Closed for Thanksgiving Holiday 	<u>Sometime over the holiday break, I will send emails to students NOT eligible for the final exam.</u>
Nov 30	<ul style="list-style-type: none"> • Review Summary notes • Review writing process • Annotate article for FS 	
Dec 2	<ul style="list-style-type: none"> • Work on FS • Begin FE 	
Dec 7	<ul style="list-style-type: none"> • T50 Final Exam – 8am to 10 am; finish FE (HSA) • T60 Final Exam – 1030am to 1230pm; finish FE (HSA) 	