ENGLISH 1301. DC6 and DC7: English Composition

Goals and Outcomes of English 1301

There is no such thing as universally "good writing." What counts as "good writing" in one situation may be completely inappropriate and ineffective in others. So, if you want to succeed in college and beyond, you'll need to become an agile writer who can adapt your writing to a wide variety of audiences, contexts, purposes, and media. Therefore, we'll focus on learning to analyze new situations and respond to them appropriately. Instead of learning one right way of writing, you'll work on becoming flexible writers who can transfer what you've learned in 1301 to new contexts and new genres. The table below lists specific core objectives and student learning outcomes for this course.

Core Objective	Course Student Learning Outcome
Critical Thinking	Students will learn to employ problem-solving strategies (such as inquiring about an issue, comprehending consequences, and analyzing and synthesizing information) to generate positions and arguments and to examine basic principles of information to support a thesis. Students will learn to comprehend, analyze, synthesize, and evaluate their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.
Communication	Students will learn to take into consideration audience, context, purpose, conventions, and circumstances relevant to written communication; use relevant and appropriate content for the specific rhetorical situation in order to express their position(s) effectively in writing.
Teamwork	Student will learn to work individually and collectively toward a shared purpose or goal with the members of a team, creating and evaluating their peers' drafts.
Personal Responsibility	Students will learn to identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making, as well as recognize and evaluate possible consequences of their decisions.

Required Texts and Materials:

Bullock, Richard, Maureen Daly Goggin, and Francine Weinberg. *The Norton Field Guide to Writing With Readings and Handbook*, 5th edition. New York: W.W. Norton and Company, 2019.

- A zip drive or storage device for course materials or a cloud drive (i.e. Google Docs). Basically, I just need you to have something to save your work on to so you can work from multiple devices and locations.

Computer Requirements

Access to Blackboard
ALL WORK WILL BE TURNED IN THROUGH BLACKBOARD. I will use several Blackboard tools to teach this class throughout the semester. Being this is a strictly distance learning course, use of Blackboard is mandatory. You can access Blackboard at **https://blackboard.angelo.edu**. To log in, you'll need your Ramport ID and password. In addition to participating in some online discussions via this site, I will post the syllabus, writing assignments, grading standards, and additional readings. In order to make sure everyone is familiar with using Blackboard tools, I will provide a brief tutorial illustrating how to use them the first day or week of class.

Microsoft Word
For all electronic submissions, you must save drafts in MS Word or an MS Word-compatible format. If you submit your draft in a different format, I will be unable to open your file and therefore cannot grade your draft.

Adobe Acrobat Reader
You will need to obtain Adobe Acrobat Reader (which can be downloaded free from the internet), as you will use Acrobat Reader to access some documents on Blackboard.

Technical Support
If you are having technical problems with Blackboard, you can contact free technical support one of the following ways:

Phone: 325-942-2911
Web Address: http://www.angelo.edu/services/technology/

Any course content-related questions should be directed toward me.

Covid Policy
Being this is an online course, COVID-19 should not play a large concern in how we approach this class. For any questions regarding Angelo State's COVID-19 policy, please visit COVID-19 (Coronavirus) Updates (angelo.edu)

Attendance Policy
Being that this is a distant learning course, attendance will not be calculated in the same way as a face-to-face course. Attendance will be attributed to participation activities and discussion boards via Blackboard. If you do not participate, your grade will suffer greatly. If there is a repeated pattern of missing participation activities, I will reach out to you and discuss your options. Failure to participate may result in you failing the course.

Observances of Religious Holidays
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 what the instructor deems a reasonable time after the absence.

Classroom Decorum
ASU students and instructors are bound by the terms of the *Code of Student Conduct*, which is published in the *Student Handbook* at https://www.angelo.edu/student-handbook/.

- **Show Respect:** You will be expected to be courteous and behave appropriately at all times in the class including treating your fellow classmates with respect.

- **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:

- **Title XI**
  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**
  - Face to Face: Mayer Administration Building, Room 210
  - Phone: 325-942-2022
  - Email: **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**.

Writing Assignment Submission

- All assignments (Major Writing Assignments, Participation Activities, Peer Review, Discussion Boards, Homework) will be due on the Friday of the given week by 5 PM. After the first week, I will post on Blackboard the given assignments for the upcoming week on the Friday leading into the week—the assignments for that week will always be due by 5 PM on Friday for that given week. For example, I will post all Week 2 readings and assignments on Friday, August 27th, the reading, homework, and assignments will then be due the next Friday, September 3rd by 5 PM, and so on.

- Major writing assignments require you to submit multiple items via Blackboard. Before you submit the final draft, I will distribute a checklist detailing the items you must include in the folder. If any required materials are missing, your folder will be returned and you will receive a 10 point deduction for each class day the assignment is incomplete.

- Additionally, within the prompt for all major and minor writing assignments, I will specify the format you should use (font style/size, margins, page number placement, etc.).

- If you fail to submit any of the major writing assignments (literacy narrative, analysis, letter, or portfolio), you will not pass the course.

Late Work
I *do not* accept late work. If you have an emergency of some sort and were unable to submit an assignment by a due date, contact me as soon as possible, and depending on the circumstances, I will take your emergency into consideration. But unless you have a really good excuse, I do not accept late work. Please *do not* e-mail me assignments after the due date unless you have my approval. However. . .

The "Late Pass"
I understand that every semester students can get overwhelmed juggling school, work, and other activities, so I offer each of you one "late pass" per semester. This means, once a semester, I'll give you until the next class period to submit a late writing assignment (it could be either a low-stakes or major writing assignment) without penalty. For example, if you have a writing assignment due on Friday the 10th, I'll give you until Friday the 17th (the next due date) to submit it. Upon applying your "late pass," I'll note it on the assignment and in my records. I will not accept any other subsequent late assignments.

Final Portfolio
This is the culmination of all you've learned over the course of the semester, and it is graded accordingly. Worth 20% of your grade, it consists of two previously submitted major writing assignments that have been extensively revised during the last weeks of class. You will also compose a reflective piece in which you will articulate how the process of writing and revising the chosen major writing assignments helped you learn the course outcomes. I will distribute a separate prompt for the portfolio later in the semester.

Participation

Participation will constitute 20 percent of your final grade. I factor in the following when determining your participation grade: reading quizzes, graded Blackboard discussion postings, graded group work, and graded homework assignments. I do not offer make-ups for daily quizzes or exercises. A student must turn in these assignments on their due date to receive credit for exercises graded as quizzes.

Peer Review

This class will teach you skills for effectively offering feedback to your peers about their writing and for incorporating peer feedback in your writing. Your grade for the peer review sessions will constitute 5% of your grade. All students will participate in writing workshops for each of their papers. As with any routine, we will experiment and make changes in order to determine what most effectively serves the needs of the group and the individual.

Using Student Writing in the Classroom

I often bring student writing or Blackboard postings into the classroom for discussion or workshops. I do this because you can learn things from your colleagues' writing that are hard to learn from any other source. This means that each student might have his or her writing (anonymously) discussed by the whole class at some point. If you turn something in to me that you do not want me to share with others, please let me know *when you turn it in.* If you have concerns about this, please let me know.

Grade Determination:

Your semester grade will be determined as follows:

Percentage Allocation

Assignment	Percentage
Final Portfolio	20%
Sequence 1	10%
Sequence 2	15%
Sequence 3	25%
Participation	20%
Reflections	5%
Peer Review	5%

Grade Determination

Course Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Grading standards for individual writing assignments will be distributed as separate handouts.

Accommodation Statement

If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class or complete course requirements, contact the Student Affairs Office as soon as possible at 325-942-2047 or studentservices@angelo.edu. It is located in the Houston Harte University Center, Suite 112. To receive any academic accommodation, you must be appropriately registered with Student Affairs. Student Affairs works with students confidentially and does not disclose any disability-related information without their permission.

Plagiarism Policy:
Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person's language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

Types of Plagiarism
Plagiarism can include any of the following:
- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.
- Submitting writing that was substantially edited by another person.

Procedures for Handling Plagiarism Cases
If an instructor thinks a student may have plagiarized, he or she will follow these steps:
- Meet privately with the student to discuss the assignment in question and the evidence of plagiarism;
- Identify the appropriate consequence;
- File a report with the Office of Student Services;

Possible Consequences
The instructor and the English Department Chair decide the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:
- Adequately redo or revise the assignment in question,
- Fail the assignment in question,
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students.

All students suspected of plagiarism will be reported to the Office of Student Services, who maintains a file of past plagiarism cases. The *ASU Student Handbook* further elaborates the Academic Integrity policy at https://www.angelo.edu/student-handbook/.

Writing Center Information
The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions and recommendations about organization, paragraph development, grammar, documentation, etc.; however, tutors do not edit or proofread papers. To learn more about their services, visit the Writing Center's website at http://www.angelo.edu/dept/writing_center/.

The Writing Center offers tutoring services through two methods:
- *Traditional face-to-face tutoring*: Face-to-face Writing Center sessions typically last approximately 15-20 minutes and focus on a section of a draft or a specified writing issue. Students who visit the Writing Center are assisted on a first come-first served basis. No appointment is necessary for face-to-face tutoring.

- *E-submission of papers*: Students can send writing questions via email to the Writing Center by completing and submitting the electronic draft submission cover sheet. In addition, they can e-mail

papers as attachments to writingcenter@angelo.edu. A tutor will respond to their questions and comment on drafts within 48 hours.

Location: Porter Henderson Library, third floor, Room C305

Fall and Spring Hours
Monday-Thursday: 10 a.m.–5 p.m.
Wednesday evening: 6–8 p.m.
Friday: 10 a.m.–noon
Saturday: Closed
Sunday: 1–4 p.m.