

General Studies 1181 F26

Instructor: Audrey Meyer, VIN 218, 325-486-6745, audrey.meyer@angelo.edu

Office Hours: If the door is open, come. Appointments are welcome.

Course Time: TR 8:00 – 8:50 (VIN 263)

Course Description and Objective: This course is designed to assist students in obtaining practical knowledge of proper ways to address people, emails, letters etc. In addition to learning these techniques, students will also be challenged to improve in skills such as multitasking, decision making and critical thinking.

Upon completing this course, students should:

- Develop ideas effectively through written communication
- Be able to evaluate choices, actions and consequences as related to ethical decision-making
- Gather, analyze and evaluate information relevant to a question or issue

Attendance: If a student anticipates an absence, they should let me know ahead of time. Communication is appreciated before or after an absence! Attendance will be taken daily. After 2 absences, students will lose 20 points for each additional absence. Students will be required to sit in the same seat each class period (seating chart will be used).

Classroom Etiquette: Treat others as you would like to be treated. Cell phone usage should be minimal and hats and caps should be taken off in the classroom (both ladies and gentlemen). Excessive use of cell phones and disrespect to classmates will result in the student being asked to leave the classroom.

Grades:

	Lecture
Attendance	100
Resume	100
Email	100
Letter	100
Weekly Planner	100
Total	500

TENTATIVE Schedule

Week of	Content
8/23	Syllabus, Resume Discussion
8/30	Introductions (in person and electronically)
9/6	Navigate, Math Lab
9/13	How to address a letter/envelope
9/20	Writing checks and deposit slips
9/27	Managing time effectively, Library Discussion
10/4	Multi-tasking
10/11	Decision Making, Essay Due

- Schedule is subject to change

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](#)

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 Science and Engineering adheres to the university's [Statement of Academic Integrity](#).

Accommodations for Students with Disabilities

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](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford

Director of Student Disability Services

Office of Student Affairs

325-942-2047

dallas.swafford@angelo.edu

Houston Harte University Center, Room 112

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.

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. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

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.

Title IX at Angelo State University

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: [Incident Reporting 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 the [Title IX website](#).

Information About COVID-19

Please refer to ASU's COVID-19 (Coronavirus) Updates [web page](#) for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic.