Instructor: Mr. Scott
Office: Academic Building, Room A 001 C
Phone: (325) 486-6144
Email:rscott@angelo.edu
Outside of Class Contact: By appointment; please make appointment within the following times

> **MWF 8:30 a.m. – 9:30 a.m. & 2:30 p.m. to 3:30 p.m.**
> **TT 8:30 a.m.-9:30 a.m. & 2:30 p.m. to 3:30 p.m.**

Section One: Course Description, Outcomes, and Objectives

Course Description: Per the ASU course catalog, English 1302 is a course in critical reading and writing across the curriculum, including the research process and research paper (Prerequisite: Students must pass English 1301T or English 1301 or have earned equivalent credit).
In layman's terms, this means you are going to build and strengthen your ability to identify information, analyze information, use information, and synthesize information. We will work on these skills in the order listed, and each successive skill will require mastery of all previous skills.

Student Learning Outcomes: Upon successful completion of this course, you should be able to independently:

- Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library sources.
- Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context and use relevant and appropriate content for an academic audience, medium, and message.
- Work individually and collectively toward a shared purpose or goal with the members of the team to create drafts and/or presentations and evaluate each team member's work and contribution.
- Identify your own core beliefs and the sources of those beliefs in order to connect your choices and actions to decision making and to evaluate possible consequences of your decisions.

Course Objectives: To help you achieve the learning outcomes above, I have prepared lessons, readings, and assignments that will help you:

- Develop skill in expressing yourself orally or in writing
- Learn how to find and use resources for answering questions or solving problems
- Learn to analyze and critically evaluate ideas, arguments, and points of view

Methods of Assessing Learning Outcomes: Core student learning outcomes will be assessed through course assignments.

Section Two: Student Responsibilities, Grading, Assignment Submissions

Required Materials:

- **Note Taking Material and Binder:** You will need to take notes for every class, but you will also need to devise a method for collecting source materials for the research project. A binder will work or a pocket folder for keeping articles and other required materials.
- **Computer:** This class will meet face-to-face, but also requires that if you are in a cohort that you must attend the live session on the days you do not physically attend; so, you must have the capabilities of producing and submitting Word documents that meet format requirements for the assignments and be able to attend the live session via either computer or smart phone (it is not recommended to use a smartphone for peer-review sessions on-line).

Blackboard (Bb): As a student enrolled in this course, you are enrolled automatically in Blackboard (Bb) for this course. Through Bb you have access to:
- **Course Syllabus:** The course syllabus will be posted in Bb, but there will also be "Weekly Schedules" posted in the main menu on the left on your Bb page. The Weekly Schedule will tell you what is due each week.
- **Course Materials:** All assignment and instructions will be available in Bb. This will include assigned readings, slide show presentations, quizzes, and exercises.
- **Presentations:** presentation may take on a variety of genre's including recorded instruction, PowerPoint slides, and videos.
- **Submission Links:** All assignments will be submitted through Blackboard. All assignments must be submitted as a **MicroSoft Word** document. If you submit some other file type other than a Word document file, it is possible that I will be unable to open your submission and grade your paper. In such cases is it possible that an incorrect file may result in a zero for the assignment.

Technical Support: It is essential that you have access to internet services in order to fully participate. If you have technical problems with Bb, you can contact ASU technical support through one of the following methods:
- Phone: (325) 942-2911
- Email: servicecenter@angelo.edu
- Web: http://www.angelo.edu/services/technology/

Assignment Submission Policies: All assignments will be submitted to Bb. Graded submissions, along with my comments, will be returned to you in Bb and can be found in your Bb gradebook.

Late Submissions: All elements of an assignment (peer-reviews drafts, worksheets, exercises, final copies, and/or other Bb submissions) are due at the assigned time and date. Late submissions will not be accepted, resulting in a zero for that assignment. Any exceptions must

be approved by me on an individual basis.

Lost Work: You need to devise a strategy for securely storing digital files and back-up files. You must keep back-up files for all work as hard drives can fail and flash drives can disappear. Back up all your work in multiple locations. I will not accept technological breakdowns or lost files as a valid excuse for missing assignment deadlines.

Grading: You are responsible for keeping up with the schedule outlined in the course syllabus. Not attending is not an excuse for a lack of preparedness.

Grade Determination:

Quizzes & In-Class Exercises	10%
Peer-Reviews	15%
Memo	10%
Sequence One (Annotated Bibliography)	15%
Sequence Two (Summary)	15%
Sequence Three (Research Project)	20%
Final Reflective Essay	15%
Total	100%

*Last Day to Drop with a "W" Thursday, April 28th.

➢ **Quizzes/Class Exercises:** there could be some short quizzes during this course. There will be Class Exercises during this course. Quizzes will cover instructional materials posted in Blackboard. There will be a limited time to complete the quizzes and failure to meet the deadline will result in a zero. Classes Exercises will be conducted during class and cannot be made up.

➢ **Peer-Reviews:** We will conduct peer-review session through a discussion board posted in Blackboard. All peer-review drafts must be posted to the discussion board prior to class time. The posted drafts will be shared by those in the class. You cannot participate if you are not in attendance. **Please note, participating in peer-review is not optional. If you do not turn in any "peer-reviews," for any assignment, I will not grade your final draft, and you will receive a zero for that assignment.**

Using Student Writing in the Classroom: Sometimes, I may use student writing or Bb postings for discussion or workshops. I do this because you can learn things from your peers' that are hard to learn from any other source. This means that each student may have his or her writing (anonymously) discussed at some point. If you turn something into me that you do not want to share with others, please let me know when you turn it in. If you have any concerns, please let me know.

Section Three: Course Policies & Services

Attendance Policy: Attendance will be taken at the beginning of each class of those who are physically present. Classes that meet MWF are allowed six (6) absences for the entire semester. Classes that meet TT are allowed five (5) absences for the entire semester. Once you have exceeded the allowed number of absences, one letter grade will be deducted from your course grade for each additional absence.

At the end of each lecture in each session, there will be time to answer questions. Using email to ask question is acceptable, but there are limitations, and it is very time consuming and therefore not as effective as having a live conversation; so, attending and asking questions during class is the best method for getting clarification.

Attendance Exceptions

All students are required to complete the Daily Wellness check before coming to class. If you fail the check, do not come to class. In such case you should send me an email informing me that you have taken the appropriate actions as required by University policy.

If you come in contact with someone who has tested positive for Covid 19 or you have tested positive for Covid 19, do not attend the physical class. If you have symptoms that suggest you might have Covid 19 or are sick at all, do not attend the physical class. **In any case, you need to contact me as soon as possible with an explanation. A student missing a week of classes should notify the Student Life Office and/or the dean. I will only give additional consideration when satisfactory evidence is presented that indicate a catastrophic event has occurred that warrants additional consideration.**

Students who participate in sanctioned university events will be given an excused absence; however, you are still responsible for any work that is due and responsible for keeping up with assignments and work due in following classes. You should also contact me about any upcoming absences through email.

The Writing Center: When necessary, you may be referred to the Writing Center for tutoring. Referrals are not a form of punishment but are mandatory. When you go to the Writing Center, you must allow the Center to send me an email concerning the visit. Failure to comply with a referral can have a serious impact on subsequent assignment grades. The Center is located on the third floor of the Porter Henderson Library, Room C305. The Center's hours of operations are as follows:

        Monday-Thursday: 10 a.m. to 5 p.m.
        Wednesday evening: 6 p.m. to 8 p.m.
        Friday: 10 a.m. to noon
        Sunday: 1 p.m. to 4 p.m.

https://www.angelo.edu/dept/writing_center/

Academic Honesty: 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.

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.

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

Possible Consequences: The instructor and the English Department Chair decide the academic consequences 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

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.

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 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.

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**

Section Four: Course Syllabus

Readings: Assigned readings are due by the end of each week (Saturday midnight). The content of each reading may or may not be discussed in the lecture; however, you are responsible for understanding the reading. You are also responsible for presentations and other course materials made available through Bb.

Syllabus Schedule: The schedule for this course is likely to change at some point. Any changes to the schedule will be announced via Bb email.

Week One: January 17th-21th

Tuesday 1/18	**Lecture:** Course Introduction **Reading:** "The Concept of Discourse Community" by John Swales
Thursday 1/ 20	**Lecture:** Discourse Communities **Home Work:** "Basic Library Research & Writing: 1. Identify a Topic" (In Research Tools Folder) **Assignment Instructions:** Memo

Week Two: January 24th-28th

Tuesday 1/25	**Lecture:** The Information Cycle & Memo Assignment & Academic vs. Layman Information & Identifying a Topic **Home Work:** "Basic Library Research & Writing: 3. Choosing Keywords" (In Research Tools Folder)
Thursday 1/27	**Lecture:** Finding a Research Topic & USearch **Peer-Review:** Memo Draft **Reading:** Format Guide: Sections 4.1 and 4.2 (In Research Tools Folder)

Week Three: January 31st-February 4thth

Tuesday 2/1   **Lecture:** Choosing Keywords & Finding Articles
                     Reading: Format Guide: Sections 4.5, 4.6, and 4.7 (In Research Tools Folder)
                     Peer-Review: Memo Draft
                     Assignment Instructions: Sequence One Low Stakes Assignment One (S1LSA1)—Identifying Academic Articles & Comparison with Layman Articles

Thursday 2/3   **Lecture:** Documentation Format & Plagiarism & In-Text Citations & Bibliographic Citations
                     In-Class Exercise: Finding Academic Article Using USearch

Friday 2/4   **Assignment Due by the end of the day to Blackboard: Memo**

Week Four: February 7th-11th

Tuesday 2/8   **Lecture:** Bibliography Citations, In-Text Citations, & Annotations
                     Reading: Format Guide: Sections 4.5 (In Research Tools Folder)
                     Peer-Review: S1LSA1—Article Comparison
                     Assignment Instructions: Sequence One Low States Assignment Two (S1LSA2)-Bibliography

Thursday 2/10   **Lecture:** Formatting Bibliography & Combining Bibliography with Annotations
                     Peer-Review: S1LSA1—Article Comparison
                     In-Class Exercise: Formatting Bibliography in MLA
                     Home Work: Format Guide: Section 4.9 (In Research Tools Folder)
                     Assignment Instructions: Sequence One Capstone (S1CS)—Annotated Bibliography

Friday 2/11   **Assignment Due by the end of the day to Blackboard: S1LSA1 Article Comparison**

Week Five: February 14th-18th

Tuesday 2/15   **Lecture:** Writing Annotations and Formatting Annotated Bibliography
                     Peer-Review: S1LSA2—Bibliography

Thursday 2/17   **Lecture:** Discourse Communities & Relevant Research
                     Peer-Review: S1CS

Friday 2/18   **Assignment Due by the end of the day to Blackboard: S1LSA2 Bibliography**

Week Six: February 21st-25th

Tuesday 2/22   **Lecture:** Identifying a Research Topic & Discourse Academic Subjects

Peer-Review: S1CS

Thursday 2/24   **Lecture:** Valid Academic Topics and Identifying Appropriate Sources & Narrowing Research Topic

 Peer-Review: S1CS

Reading: "Abstracts" (In Blackboard)

Assignment Instructions: Sequence Two Low Stakes Assignment One (S2LSA1)-Abstract

Week Seven: February 28-March 4th

Tuesday 3/1   **Lecture:** Focusing on the Research & Writing Summaries

Reading: "Summarizing and Responding: Where Reading Meets Writing" (In Blackboard)

Assignment Due by the end of the day to Blackboard: S1CS— Annotated Bibliography

Thursday 3/3   **Lecture:** Identifying Relevant Information Sources

Peer-Review: S2LSA1—Abstract

Assignment Instructions: Sequence Two Low Stakes Assignment Two (S2LSA2)—Bibliography of Four Sources

Week Eight: March 7th-11th

Tuesday 3/8   **Lecture:** Incorporating Sources into Research Paper

Reading: "How to Quote" (In Blackboard)

Assignment Due by the end of the day to Blackboard: S2LSA1— Abstract

Thursday 3/10   **Lecture:** Incorporating In-text Citations

Peer-Review: S2LSA2—Bibliography

Assignment Instructions: Sequence Two Capstone (S2CSA)— Summaries

Friday 3/11   **Assignment Due by the end of the day to Blackboard: S2LSA2-- Bibliography**

Week Nine: March 14th-18th

Tuesday 3/15   **Spring Break**

Thursday 3/17   **Spring Break**

Week Ten: March 21st-25th

Tuesday 3/22
Lecture: Rhetorical Strategies (Purpose & Audience)
Peer-Review: S2CS--Summaries 1 & 2

Thursday 3/24
Lecture: Rhetorical Strategies (Genre & Stance) & Rhetorical Strategies (Media/Design)
Peer-Review: S2CS--Summaries 3 & 4

Week Eleven: March 28th-April 1st

Tuesday 3/29
Lecture: Generating Ideas & Developing a Cluster
Peer-Review: S2CS—Summaries 1-4

Thursday 3/31
In-Class Exercise: Cluster Presentations
Assignment Instructions: Sequence Three Low Stakes Assignment One (S3LSA1)—Cluster Drawing

Friday 4/1
Assignment Due by the end of the day to Blackboard: S2CS—Summaries

Week Twelve: April 4th-8th

Tuesday 4/5
In-Class Exercise: Cluster Presentations
Assignment Instructions: Sequence Three Low Stakes Assignment Two (S3LSA2)—Outline
Assignment Due by the end of the day to Blackboard: S2CS—Summaries

Thursday 4/7
In-Class Exercise: Developing an Outline from a Cluster
Assignment Instructions: Sequence Three Capstone (S3CS)—Research Paper

Week Thirteen: April 11th-15th

Tuesday 4/12
Lecture: Drafting Research Paper
Assignment Due by the end of the day to Blackboard: S3LSA1 & S3LSA2—Cluster and Outline

Thursday 4/14
Lecture: Global Content

Week Fourteen: April 18th-22nd

Tuesday 4/19	**Lecture:** Organization
	Peer-Review: S3CS—Research Paper (Global)
Thursday 4/21	**Lecture:** Local Issues
	Peer-Review: S3CS—Research Paper (Organization)

Week Fifteen: April 25th-29th

Tuesday 4/26	**Lecture:** Proof Reading
	Peer-Review: S3CS—Research Paper (Organization)
Thursday 4/28	**Peer-Review:** S3CS—Research Paper (Local Issues)
Friday 4/29	**Assignment Due by the end of the day to Blackboard: S3CS—Research Paper**

Week Sixteen: May 2nd -6th

Tuesday 5/3	**Lecture:** Review & Final Reflective Essay
Thursday 5/5	**Lecture:** Review & Final Reflective Essay
	Assignment Instructions: Final Reflective Essay

Week Seventeen: May 9th -13th

Thursday 5/12	**Assignment Due by the end of the day to Blackboard: Final**