

English 1302. D30 and D40: Writing Across the Curriculum

Syllabus for Online Courses

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Course Description: In order 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. A common assumption is that once students learn to write in their English courses, they should be prepared to write effectively in all other situations. This class will challenge that assumption. We will exam and discuss forms of writing, methods of inquiry, genres, stylistic conventions, and communicative situations relevant to your major or potential major. The topics of discussion will not be about content in your chosen field but about how professionals in your field communicate to various academic and professional audiences. Moreover, you will learn effective and ethical techniques for conducting secondary research, evaluating and synthesizing this research, and presenting it to an identified audience. Questions we will set out to answer include the following:

- What is academic writing?
- What is the difference between using writing to learn and using writing to communicate?
- How do writing expectations vary across different academic fields?
- How do research methods across the disciplines differ?
- Which genres do academics and professionals in the disciplines learn and use to do and share their work?
- Which manuscript and documentation styles do they use?
- What are effective strategies for identifying and narrowing a research topic?
- What are effective strategies for managing a research project?
- What does conducting credible and ethical secondary research entail?
- How does one effectively synthesize and incorporate secondary research in a piece of discourse?
- How does one properly credit secondary sources in a piece of writing? Why is this important?
- How does one make his or her research readable and usable for a given audience?

State-Mandate Learning Outcomes

The table below lists specific core objectives and student learning outcomes.

Core Objective	Course Student Learning Outcome
Critical Thinking	<p>Critical thinking will be demonstrated through students writing analytical pieces and tailoring a research-based project to a given audience.</p> <p>Students will find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library and credible Internet resources.</p>

	Students will develop the ability to frame a rhetorical problem engage in academic research processes; learn to read academic texts; synthesize relevant resources; analyze interrelationships between a text’s purposes, author, audience, content, structure, and ideas’; and organize their ideas in innovative patterns.
Communication	<p>Communication will be demonstrated through students composing a variety of genres for different contexts.</p> <p>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.</p>
Teamwork	<p>Teamwork will be demonstrated through peer review.</p> <p>Students will learn to work individually and collectively toward a shared purpose or goal with the members of a team, creative and evaluating their peers’ drafts.</p>
Personal Responsibility	<p>Personal responsibility will be demonstrated through a series of personal reflections.</p> <p>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.</p>

Course Prerequisite: Students must pass English 1301T, English 1301, or have earned equivalent credit.

Required Texts and Materials:

- No textbook required. All readings will be provided through Blackboard.
- Access to a computer and Internet
- A flash drive or storage device to save and move materials (*not required, but probably necessary*)

Computer Requirements

Access to Blackboard

We will rely solely on Blackboard, Ramport, Ramcat, and other Angelo State Internet resources and tools to teach this course. You can access Blackboard at blackboard.angelo.edu. To log in, you’ll need your Ramport ID and password. I will post this syllabus, writing assignment prompts and rubrics, weekly homework assignments, class materials and instructions, and additional resources in our course Blackboard site. Moreover, you will submit all homework and writing assignments through Blackboard.

Microsoft Word or Word-Compatible Software

All work (writing assignments and homework) needs to be composed and submitted in Microsoft Word or an MS Word-compatible format. If you submit work in a format I cannot download on my office computer, the assignment will receive a zero. If you have questions or concerns about this requirement, please ask me.

The prompts for all major and minor writing assignments will specify the manuscript format documents will need to be submitted in: font style and size, margins, page number placement, documentation style, etc.

Adobe Acrobat Reader

You will need to obtain Adobe Acrobat Reader (which can be downloaded free online), as you will use it 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 in an distant learning 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 <https://www.angelo.edu/covid-19/>.

Attendance Policy

Being 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 grades 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.

Observance of Religious Holidays

A student who intends to observe a religious holy day should make the 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 or digital spheres, 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.

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, Low Stakes 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, January 21st. The reading(s), homework, and assignments(s) will then be due the next Friday, January 28th by 5 PM, and so on.
- 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, 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. . .

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.

Participation

Participation will constitute 10 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 10% 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
MWA 1	15%
MWA 2	20%
MWA 3	35%
LSAs	5%
Participation	10%
Peer Review	10%
Final Exam	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 7 papers as attachments to writingcenter@angelo.edu. A tutor will respond to their questions and comment on drafts within 48 hours.