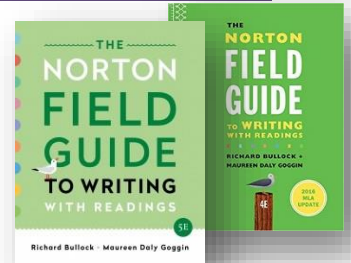


# Dual Credit English 1302, Writing Across the Curriculum

## Course Contact Information

- **Instructor:** Katherine Garrison
- **E-Mail:** [katherine.garrison@angelo.edu](mailto:katherine.garrison@angelo.edu)
- **Office:** Google Chat and Academic 004B (masks required)
- **Office Hours:** Mondays, 9 am - 11 am (online or in person)



## Course Description

We will focus on *how* people in your field of interest communicate in writing (prerequisites).

## Core Objectives and Student Learning Outcomes

Objective	Outcome
<b>Critical Thinking</b>	Find, inquire into, analyze, and synthesize texts relevant to appropriate academic issues through a variety of media, including library and credible Internet resources. 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.
<b>Communication</b>	Take into consideration audience, context, purpose, conventions, and circumstances relevant to the academic context; use relevant and appropriate content for academic audiences, medium, and message.
<b>Teamwork</b>	Work collaboratively with the instructor and peers to plan, draft, revise, and edit written work.
<b>Personal Responsibility</b>	Identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and to evaluate possible consequences of their decisions.

## Materials Required

- **Book:** *The Norton Field Guide to Writing with Readings, 4<sup>th</sup> or 5<sup>th</sup> Edition*, Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. Purchase at [Amazon](https://www.amazon.com) or the ASU [Bookstore](https://www.asu.edu/bookstore).
- **Equipment:** computer with Internet, headphones or speakers, microphone, file storage (e.g. flash drive, external hard drive, J: drive, email, etc...), MS Office and PowerPoint or Google Docs and Slides, Adobe Acrobat, Blackboard, and ASU email access. For [free software downloads click here](#). For equipment click here [ASU Computer Lab](https://www.asu.edu/computerlab).

## Assignments

Points	Assignment
10	Interview Plan
15	Profile of Professional Communication
10	Proposal to Create Writing Guide
15	Annotated Bibliography
20	Guide to Writing
10	Presentation
10	10 Quizzes (over readings, online materials, lectures, and assignment descriptions)
10	10 Discussion Post/Responses (50% original posts and 50% peer response)
100	<b>Total</b>

## **Online Class Behaviors, Attendance, and Holy Day Absences**

Be courteous when communicating online with me and your peers. There is no attendance or tardiness policy for this class. **Submitting your completed work on time and professionally is your sole responsibility and objective.** Assignments are posted in Blackboard in advance. No extensions will be given for assignments because of holy days or school-sponsored events as a result (see the Grading Policy below).

## **Email Policy**

Email is the best way to contact me. I check email 8 am-5 pm M-F (not on holidays).

## **Discussing Your Grades**

I will not discuss your grades through email because of FERPA requirements designed to protect your records. For questions, please refer to this syllabus first. If you still have questions, email me and I will respond to you through “Messages” in Blackboard or ask you to chat online.

## **Grading Policy**

All assignments are generally graded within two weeks of submission. All assignments will be assessed a **penalty of 10% per day late** (this includes weekends and holidays). I will not give an Incomplete in this course. I may use your assignments as samples for future classes. Finally, students traveling to university-sponsored events or observing a holy day must submit their work before the due date. I assess grades in the following manner: **A (90-100%)** The document is superior; **B (80-89%)** The document is good; **C (70-79%)** The document is adequate; **D (60-69%)** The document is disappointing; **F (0-59%)** The document is unsatisfactory.

## **Academic Misconduct Policy**

If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the Student Code of Conduct, then you will receive an automatic "0" on the assignment and be required to visit with me during my office hours. If you are caught a second time, you will fail the course, and I will inform others at the university for potential further disciplinary action.

## **Accommodations**

If you have a disability and need accommodations in class, contact the Student Affairs Office ASAP at 325-942-2047 or [studentservices@angelo.edu](mailto:studentservices@angelo.edu) (University Center, Suite 112). Once you register with Student Affairs then you must notify me to gain accommodations. Student Affairs works with students confidentially and does not disclose any disability-related information.

## **Outside Course Support**

- [Information Technology \(IT\)](#) for help with email, Blackboard, Rampart
- [Student Computer Access and Printing Services](#) for computer lab resources
- [Library](#) for help with conducting research
- [English Language Learners' Institute](#) for English as Second Language (ESL) students
- [Freshman College](#) for academic success and tutoring
- [Disability Services](#) for disabled and impaired students
- [ASU Writing Center](#) for help with all writing assignments
- [Student Life](#) for non-academic opportunities (student organizations)
- [Career Development](#) for job opportunities on and off campus

## **Title IX at Angelo State University:**

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at: Michelle Boone, J.D., Director of Title IX Compliance/Title IX Coordinator, Mayer Administration Building, Room 210, 325-942-2022, [michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu).

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form). If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345. For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

## Class Schedule

All assignments are due before midnight (12:00 am CST) on the dates below. Quizzes are due Tuesdays, Discussion Posts are due Wednesdays, and Final Drafts and Peer Responses are due Thursdays (with the exception of the Presentation Assignment at the end of the semester). Rough and final drafts of major assignments are in red.

### Section 1: Welcome to the Course and College Major Exploration

#### Week 1-Beginning Tuesday, January 18:

##### **Tuesday**

1. Watch the Welcome Video in Blackboard
2. Read the Course Syllabus
3. Read this week's readings and viewings (see the Section 1 folder for details)
4. Read How to Change Your Blackboard Picture Handout
5. Upload your photo to Blackboard (if you haven't already)
6. View Lecture 1
7. Take Quiz 1

##### **Wednesday**

8. Post to the Discussion Board Post #1

##### **Thursday**

9. Respond to peers' Discussion Board Post #1

##### **Friday**

10. Begin reading/viewing materials for next week

#### Week 2-Beginning Monday, January 24:

##### **Monday**

1. Read assigned readings and/or watch videos

##### **Tuesday**

2. View Lecture 2
3. Take Quiz 2

##### **Wednesday**

4. Post to the Discussion Board Post #2

##### **Thursday**

5. Respond to peers' Discussion Board Post #2

##### **Friday**

6. Begin reading/viewing materials for next week

#### Week 3-Beginning Monday January 31:

##### **Monday-Wednesday**

1. Revise Interview Plan based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

##### **Thursday**

3. **Turn in Final Draft of Interview Plan Assignment to Blackboard (located at the bottom of the section folder)**

##### **Friday**

Begin reading/viewing materials for next week

## Section 2: Professional Interview

### Week 4- Beginning Monday, February 7:

#### Monday

1. Read assigned readings and/or watch videos (see the Section 2 folder)

#### Tuesday

2. View Lecture 3
3. Take Quiz 3

#### Wednesday

4. Post to the Discussion Board Post #3

#### Thursday

5. Respond to peers' Discussion Board Post #3

#### Friday

6. Begin reading/viewing materials for next week

### Week 5- Beginning Monday, February 14:

#### Monday

1. Read assigned readings and/or watch videos

#### Tuesday

2. View Lecture 4
3. Take Quiz 4

#### Wednesday

4. Post rough draft of Profile of Professional to Discussion Board #4

#### Thursday

5. Respond to peers' Discussion Board Post #4

#### Friday

6. Begin reading/viewing materials for next week

### Week 6-Beginning Monday, February 21:

#### Monday-Wednesday

1. Revise Profile of Professional Communication based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

#### Thursday

3. **Turn in Final Draft of Profile of Professional Communication (see the bottom of the section folder)**

#### Friday

4. Begin reading/viewing materials for next week

## Section 3: Proposal

### Week 7-Beginning Monday, February 28:

#### Monday

1. Read assigned readings and/or watch videos (see the Section 3 folder)

#### Tuesday

2. View Lecture 5
3. Take Quiz 5

### **Wednesday**

4. Post to the Discussion Board Post #5

### **Thursday**

5. Respond to peers' Discussion Board Post #5

### **Friday**

6. Begin reading/viewing materials for next week

### **Week 8-Beginning Monday, March 7:**

#### **Monday-Wednesday**

1. Revise your Proposal to Create Writing Guide based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

#### **Thursday**

- 3. Turn in Final Draft of Proposal to Create Writing Guide (see the bottom of the section folder)**

#### **Friday**

4. Begin reading/viewing materials for next week

## **Section 4: Annotative Bibliography**

### **Week 9-Beginning Monday, March 14:**

**Spring Break (No Assignments Due) - Begin reading/viewing materials for next week**

### **Week 10-Beginning Monday, March 21:**

#### **Monday**

1. Read assigned readings and/or watch videos (see the Section 4 folder)

#### **Tuesday**

2. View Lecture 6
3. Take Quiz 6

#### **Wednesday**

4. Post to the Discussion Board Post #6

#### **Thursday**

5. Respond to peers' Discussion Board Post #6

#### **Friday**

6. Begin reading/viewing materials for next week

### **Week 11- Beginning Monday, March 28:**

#### **Monday-Wednesday**

1. Revise your Annotated Bibliography based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

#### **Thursday**

- 3. Turn in Final Draft of Annotated Bibliography (see the bottom of the section folder)**

#### **Friday**

4. Begin reading/viewing materials for next week

## **Section 5: Guide to Writing**

### **Week 12-Beginning Monday, April 4:**

**Monday**

1. Read assigned readings and/or watch videos (see the Section 5 folder)

**Tuesday**

2. View Lecture 7
3. Take Quiz 7

**Wednesday**

4. Post to the Discussion Board Post #7

**Thursday**

5. Respond to peers' Discussion Board Post #7

**Friday**

6. Begin reading/viewing materials for next week

**Week 13-Beginning Monday, April 11:****Monday**

1. Read assigned readings and/or watch videos

**Tuesday**

2. View Lecture 8
3. Take Quiz 8

**Wednesday**

4. Post to the Discussion Board Post #8

**Thursday**

5. Respond to peers' Discussion Board Post #8

**Friday**

6. Begin reading/viewing materials for next week

**Week 14-Beginning Monday, April 18:****Monday**

1. Read assigned readings and/or watch videos

**Tuesday**

2. View Lecture 9
3. Take Quiz 9

**Wednesday**

4. Post Rough Draft of Guide to Writing to Discussion Board Post #9

**Thursday**

5. Respond to peers' Discussion Board Post #9

**Friday**

6. Begin reading/viewing materials for next week

**Week 15-Beginning Monday, April 25:****Monday-Wednesday**

1. Revise Guide to Writing based on peer feedback
2. Visit the [Writing Center](#) online or in person (optional)

**Thursday**

- 3. Turn in Final Draft of Guide to Writing to Blackboard Assignment (see the bottom of the section folder)**

**Friday**

4. Begin reading/viewing materials for next week

**Section 6: Presentation (Counts as Final Exam)**

**Week 16-Beginning Monday, May 2:**

**Monday**

1. Read assigned readings and/or watch videos (see the Section 6 folder)

**Tuesday**

2. View Lecture 10
3. Take Quiz 10
4. Complete all extra credit assignments available (see the discussion board linked on the left-hand menu and scroll to the bottom)

**Wednesday**

5. Post to the Discussion Board Post #10

**Thursday**

- 6. Turn in Final Draft of Presentation to Blackboard Assignment (see the bottom of the section folder)**