

English 1302: Writing Across the Curriculum
Angelo State University
Spring 2022 – Online Courses

Instructor: Mrs. Anna Grace Arreola
Email Address: anna.arreola@angelo.edu or arreola4@angelo.edu
Office Location: A019D
Office Phone #: 325 486 6148 / **Cell Phone #:** 325 899 2312
Office Hours: Online MW 10 – 11 a.m.; In office TuTh 2 – 3 p.m.; and by appointment

Contacting Me:

- You can email me anytime, and you can anticipate a response within 24-48 hours. When you email me, send it from your angelo.edu account (don't use a high school account, Hotmail, etc.), and use basic professional email courtesy: write a title in the subject line and then include a greeting, body, and sign off with your name and class section.
- Email is the best way to reach me, but you're welcome to call. If you leave a voicemail, I'll call you back. Please respect business hours when you call; do not call on weekends or after 5 p.m. on weekdays. (If you do and leave a voicemail, that's fine, but don't expect a reply until the next weekday.) Do not text my cell phone.
- My online office hours are the hours I'll be near my phone and computer if you need to call or email and get a quicker reply. I am available online and in person during "in office" office hours. If my office hours change, I'll tell you. If you want to set up a virtual appointment with me on Zoom, email or call ahead of time to set that up.

Required Texts and Materials:

- Access to the internet, Blackboard, a word processing program (such as Google Docs or Microsoft Word), and a way to save your work (such as OneDrive or a flash drive)
- Various assigned OER (which are all free on the internet), such as the Harvard Guide to Using Sources, Lumen's Writing Skills Lab, and Purdue University's Online Writing Lab
- All material provided in Blackboard (handouts, slideshows, etc.)
- Optional: College-ruled notebook paper, pens, pencils, highlighters

Course Description, Outcomes, and Objectives: The core purpose of this course is to help you develop critical reading, writing, and researching skills applicable to a variety of academic disciplines. The ASU catalogue describes this course as "A course in critical thinking and writing across the curriculum, including the research process and the research paper." The prerequisite is successful completion of English 1301 or the equivalent.

Upon successful completion of this course you should be able to do each of the following:

- Use the writing process as a form of learning, critical thinking, and communicating,
- Communicate in writing effectively with audiences from a variety of disciplines,
- Locate, evaluate, and integrate resources from the ASU library into your writing, including RAMCAT and other databases,
- Conduct a methodical research process to complete an academic research essay, and
- Practice source attribution, synthesis, and citation style properly for academic research purposes.

In an effort to help you achieve the learning outcomes above, you'll have lessons, readings, and class assignments that will help you

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

Minimum Requirements to Pass: If you do not meet the minimum requirements below, you are not able to pass the class—period—and the course grade determination becomes irrelevant.

- Complete and submit the final drafts of all three major writing assignments no later than Thursday, May 5, 2022.

Grade Determination:

15% = Daily assignments (quizzes, blog entries, working drafts, peer review, etc.)

5% = Information Literacy Course

5% = Required Writing Center conference

22% = MWA 1 (MWA = Major Writing Assignment)

22% = MWA 2

21% = MWA 3

10% = Final Reflection Essay

Major Assignment Late Policy: You have three major writing assignments (MWAs). Together, the final drafts of those essays make up 65% of your course average. You have two electronic submissions for each major essay's final draft.

- **On time:** Both e-submissions submitted by 11:59 p.m. on the due date.
- **Late penalties:** I will count off 1 point per day per late e-submission. "Per day" here includes both weekdays (M-F) and weekends (Sa-Su).
- For example, if you turn in one e-submission on time but the other one is 5 days late, a penalty of -5 points would be applied to that MWA grade. If you fail to turn in both e-submissions for 5 days, a penalty of -10 would be applied to that MWA grade.
- If your MWA is submitted so late that the points taken off for lateness exceed the points you earned for your MWA's grade, your grade for the MWA will be a zero. As a reminder, students must complete and submit the final drafts of all three MWAs by 5/5/22 in order to be eligible to pass the class.

Daily Assignments Late Policy: Daily assignments make up 15% of your course average.

- I'll accept a daily assignment **up to two days after the original due date**, with a late point penalty. "Two days" includes both weekdays (M-F) and weekends (Sa-Su).
- I'll subtract **5 points for one day late and 10 points for two days late**. When the daily assignment is **three days late, the grade for it will become a zero**.
- There will be some assignments in this course that are exceptions to the daily assignment late policy. In other words, you can't turn them in late, period, or you'll earn a zero for that assignment. I will tell you which assignments those are in advance.

Policies and Expectations for Course Participation:

- **What You Can Expect from Me:** You can expect me to deliver clear lessons, to answer questions you have about course content and materials, to be punctual and prepared, and to

treat you with courtesy and fairness. It is my job to provide opportunities for you to learn; it your job to take advantage of those opportunities.

- **Preparation:** Succeeding in a college course will require you to be **self-disciplined, organized, and proactive**. That means you'll need to develop habits that ensure your success: getting enough sleep, carving out time in your daily schedule to work on and submit assignments, checking email/Blackboard daily, saving and filing your documents in a way you can easily find them later, and taking initiative when you have questions (you don't sit back and stay confused, but rather you seek out the answers you need from a variety of trustworthy sources until you find those answers).
- **Attendance:** This online course meets asynchronously; therefore, I do not take attendance.
- **Contacting You:** Check angelo.edu email account and Blackboard announcements every single day, at least once.
- **Engaging Others:** There will be times you may be required to interact with your classmates online. In these exchanges, be sure you are engaging respectfully. This doesn't mean you always need to agree with your classmates (in fact, disagreement with your classmates can be productive and helpful, especially during peer review), but it is important to voice your thoughts in a mature, well-thought-out manner.

Policies and Expectations for Completing Assignments:

- **Schedule of Assignments:** A schedule of the semester's assignments can be found at the end of this syllabus document. However, that schedule is subject to change. To see what is due each week, you need to go by whatever is in the weekly folders in our Blackboard course. Those folders will be more up to date and more specific, and they are what you must use to complete your assignments.
- **Deadlines:** You should be working on your assignments at least a little each day, whether or not something is due that day. Please consider your personal schedule and make adjustments in order to meet the weekly deadlines given in Blackboard.
- **Writing Center:** There is a physical Writing Center on ASU's campus, but visiting in person is not the only way you can use the Writing Center as an ASU student. The Writing Center also has online services. Visit their website at https://www.angelo.edu/dept/writing_center/ for more information. I encourage you to make the Writing Center an integral part of your writing process for this course (and in the future, beyond this course!).
- **Extra Credit:** I do not give individual students extra credit assignments, so don't ask for them. I will sometimes give extra credit opportunities to the entire class.
- **Academic Honesty:** All of your work must be original and produced exclusively for this class. You may of course receive assistance on your writing, but submitting someone else's work as your own, using part or whole of something you have written for another class, or cutting and pasting or paraphrasing internet sources (without citing) will be grounds for plagiarism. A good rule of thumb is that you can receive verbal feedback and advice from others, but no one should write any section of your essay for you. Violations of academic honesty are grounds for immediately failing the course. Here's an excerpt from official university operating policy text:

"Students must understand the principles of academic integrity and abide by them in all classes and/or course work at the University. Academic Misconduct violations are outlined in [Part I, section B.1 of the Code of Student Conduct](#). If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question."

Policies and Expectations for Late or Missed Work:

- **I accept late work ONLY** if it is within the bounds of the Major Written Assignment Late Policy or the Daily Assignments Late Policy (see these policies earlier in the syllabus for their details), or if you have made other approved arrangements with me. Read on for approved arrangements examples.
- **If you know ahead of time that you will be busy on the day an assignment is due**, you should submit the assignment prior to that deadline or get my permission for a different due date prior to that deadline if you wish to receive full credit for it.
- **If you submit an assignment late due to a legitimate reason** (typically family emergency or personal illness ONLY), you must provide sufficient documentation for that circumstance in a timely fashion in order for me to waive the late point penalty you would have had. In COVID-19 related cases (quarantine due to illness or exposure), you must provide a doctor's note OR a notice from the health department OR a notice from ASU Student Affairs that you failed your wellness screening. (Don't email me sensitive information, though, like social security numbers or credit card numbers. Black out that information first if you need to.) You can call me first if you have any questions.
- **It is solely the student's responsibility** to ensure that I have received the necessary documentation in order to count a reason for missed work as "legitimate" and waive a late point penalty. In all cases, I determine whether a reason for missed work is legitimate or not.
- **Technical Issues:** Hard drives can fail and flash drives can disappear, so back up all of your work in multiple locations. I won't accept technological breakdowns or lost files as valid excuses for missing assignment deadlines. If you're unable to submit an assignment on time because Blackboard was down, I'll receive an email from ASU letting me know, and I'll make deadline adjustments for the class.
- **Minimum Requirements:** You must complete and submit the final drafts of all three major writing assignments by 5/5/22 (even if they are so late they have a grade of zero) or you will automatically become ineligible to pass the course.

Other Important Policies:

- **Student Handbook:** In addition to these course policies, students are responsible for familiarizing themselves with and following the information in the [ASU Student Handbook](#), available through ASU's website: www.angelo.edu.
- **COVID-19 Protocols:** Stay up to date with campus protocols related to COVID-19 at this website: <https://www.angelo.edu/covid-19/>. Students are expected to follow the most updated version of the campus protocols when/if they are on campus.
- **Academic Accommodations:** Here's an excerpt from official university operating policy text: "Persons with disabilities that may warrant academic accommodations must contact the [Student Life Office](#), located in room 112 of the University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made."
- **Observance of Religious Holidays:** A student who intends to observe a religious holiday should make that intention known in writing (via email) to me prior to the absence. A student who is absent from classes for the observance of a religious holiday 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.

- **Title IX Statement:** Here’s an excerpt from official university operating policy text: “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. **You may also file a report online 24/7 at www.angelo.edu/incident-form.** If you wish 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.

A Final Note: I reserve the right to make changes to the syllabus and schedule as necessary.

Syllabus Schedule for English 1302 • Spring 2022 • Online Courses

This syllabus schedule (below) is tentative and subject to change. Don’t use this schedule to check your assignments. **Instead, always follow the updated instructions in the weekly folders in our Blackboard course.**

Week 1	Due by Wed., 1/19 (at 11:59 p.m.)	Due by Sat., 1/22 (at 11:59 p.m.)
Tues. 1/18 – Sat. 1/22	Introduction to the Course <ul style="list-style-type: none"> • Watch “Welcome to the Course!” video • Explore Blackboard course features • Read syllabus completely • Email me with questions you have about the syllabus and course • Compose/submit “Hello, Everyone!” blog entry 	Getting Started <ul style="list-style-type: none"> • Compose/submit blog entry on purpose of research, rhetorical awareness, future career, etc. • Watch video related to blog prompts and why different academic styles exist / how they correspond to academic fields • Complete syllabus quiz • Complete Academic Performance Agreement quiz • Submit FERPA waiver for this class
Week 2	Due by Wed., 1/26 (at 11:59 p.m.)	Due by Sat., 1/29 (at 11:59 p.m.)
Sun. 1/23 – Sat. 1/29	Information Literacy <ul style="list-style-type: none"> • Register for / Begin working on completing Information Literacy Course • Watch ASU videos: “From Idea to Library,” and “Peer Review in 3 Minutes,” • Read information on / compare popular v. scholarly articles • Watch video on Harvard College’s “Evaluating Sources” (all tabs) • Complete Reading Guide for Harvard College’s “Evaluating Sources” (all tabs) 	The Role of Sources <ul style="list-style-type: none"> • Watch video on Harvard College’s “Integrating Sources” (first three tabs) – Examine different ways sources can be used in a paper • Complete Reading Guide for Harvard College’s “Integrating Sources” (first three tabs) • Organize your paper’s outline by your points, not your sources • Watch ASU video: “One Perfect Source?” • Complete all quizzes in Information Literacy Course

Week 3	Due by Wed., 2/2 (at 11:59 p.m.)	Due by Sat., 2/5 (at 11:59 p.m.)
Sun. 1/30 – Sat. 2/5	Formatting and Documentation in MLA <ul style="list-style-type: none"> • Watch video on defining terms: formatting v. documentation • Set up MLA formatting template in Google Docs, including Works Cited page • Harvard College on “Citing Sources” (first tab, on MLA) • Complete Reading Guide for Harvard College’s “Citing Sources” (first tab, on MLA) • Examine examples of MLA in-text citations (basic, two author, three plus authors, no author) 	Documentation in MLA (Continued) <ul style="list-style-type: none"> • Watch video on benefits and drawbacks of citation generators • Practice with a citation generator • Demonstration of searching for sources in ASU’s online library databases
Week 4	Due by Wed., 2/9 (at 11:59 p.m.)	Due by Sat., 2/12 (at 11:59 p.m.)
Sun. 2/6 – Sat. 2/12	Begin Writing Cycle 1 / MWA 1 <ul style="list-style-type: none"> • Harvard College on “Integrating Sources” (second-to-last tab) – Examine similarities and differences between summarizing, paraphrasing, and quoting • Complete Reading Guide for Harvard College’s “Integrating Sources” (second-to-last tab) • Read MWA 1 assignment sheet • Create a full citation for the BLS website • Work on MWA 1 Prewriting 	Using Source Material: Summarizing, Paraphrasing, and Quoting <ul style="list-style-type: none"> • Harvard College on “Integrating Sources” (last tab) • Complete Reading Guide for Harvard College’s “Integrating Sources” (last tab) • How to avoid paraphrasing plagiarism • How to avoid word-for-word plagiarism • Quote sandwiches • Three methods to integrate a quote • Complete and submit MWA 1 Prewriting • Reading Guide for Harvard College’s “Avoiding Plagiarism” (all tabs)
Week 5	Due by Wed., 2/16 (at 11:59 p.m.)	Due by Sat., 2/19 (at 11:59 p.m.)
Sun. 2/13 – Sat. 2/19	Avoiding Plagiarism / Drafting for MWA 1 <ul style="list-style-type: none"> • Ways to plagiarize and how to avoid them • Set up cover letter (address to Concho Valley Students to Professionals Foundation) • Set up MWA attachment with MLA formatting • Compose cover letter • Compose/submit MWA 1.0 (cover letter + partial draft of attachment) 	Drafting for MWA 1 (Continued) <ul style="list-style-type: none"> • Required Writing Center online conference instructions – mandatory for some sections, optional for some sections for MWA 1 • Compose/submit MWA 1.1 (cover letter + full draft of attachment)
Week 6	Due by Wed., 2/23 (at 11:59 p.m.)	Due by Sat., 2/26 (at 11:59 p.m.)
Sun. 2/20 – Sat. 2/26	<ul style="list-style-type: none"> • If you can, attend today’s live Zoom session with Mrs. Arreola and ask questions to get help with and feedback on your drafts • If you can’t attend but you want to ask a question, submit it beforehand • Make changes to your essay based on any sound feedback • In addition, self-revise your draft based on the checklist provided • Save as MWA 1.2 (complete and further revised draft) 	<ul style="list-style-type: none"> • If you can, attend today’s live Zoom session with Mrs. Arreola and ask questions to get help with and feedback on your drafts • If you can’t attend but you want to ask a question, submit it beforehand • Make changes to your essay based on any sound feedback • In addition, self-revise your draft based on the checklist provided • Save as MWA 1.2 (complete and further revised draft)
Week 7	Due by Wed., 3/2 (at 11:59 p.m.)	Due by Sat., 3/5 (at 11:59 p.m.)
Sun. 2/27 – Sat. 3/5	Local Concerns Lessons <ul style="list-style-type: none"> • Lumen Learning resources / local concerns practice 	<i>I encourage you to attend the ASU Writers Conference virtually, if possible, on Thursday, 3/3 and Friday, 3/4.</i>

	<ul style="list-style-type: none"> • “Grammar and Punctuation Handout of Awesomeness” • Read your MWA 1.2 draft aloud to help you catch and correct local errors • Upload your updated MWA 1.2 draft to the discussion board link 	Peer Review for MWA 1 <ul style="list-style-type: none"> • Find the discussion board entries due 3/2. Read the two classmates’ essays that you are assigned and respond to them with peer feedback according to the instructions.
Week 8	Due by Wed., 3/9 (at 11:59 p.m.)	Due by Sat., 3/12 (at 11:59 p.m.)
Sun. 3/6 – Sat. 3/12	Final Revisions for MWA 1 <ul style="list-style-type: none"> • Revise your MWA according to any sound feedback and make any other changes you wish to make • Save your updated draft as MWA 1.3. 	Submission of MWA 1.3 (Final Draft) <ul style="list-style-type: none"> • Discuss benefits and limitations of Turnitin • Show how to use Turnitin’s originality reports • Review MWA late policy • Follow Mrs. Arreola’s instructions to submit BOTH electronic submissions of MWA 1.3 via Blackboard • Compose/submit “Taking Stock of Writing Cycle 1” blog entry
Sun. 3/13 – Sat. 3/19	SPRING BREAK WEEK	
Week 9	Due by Wed., 3/23 (at 11:59 p.m.)	Due by Sat., 3/26 (at 11:59 p.m.)
Sun. 3/20 – Sat. 3/26	Begin Writing Cycle 2 / MWA 2 <ul style="list-style-type: none"> • Read MWA 2 assignment sheet • Watch video and read Lumen Learning resources on terms and concepts related to argument: claim, rebuttal, fallacy, responding to opponents effectively, use of Aristotelian appeals • Complete Reading Guide on argument terms and concepts 	<ul style="list-style-type: none"> • Complete/submit MWA 2 Prewriting
Week 10	Due by Wed., 3/29 (at 11:59 p.m.)	Due by Sat., 4/2 (at 11:59 p.m.)
Sun. 3/27 – Sat. 4/2	Drafting for MWA 2 <ul style="list-style-type: none"> • Practice with local concerns, documentation, integrating quotations, etc. • Set up cover letter (address to Concho Valley Students to Professionals Foundation) • Set up MWA 2 attachment with MLA formatting • Compose/submit MWA 2.0 (cover letter + partial draft of attachment) 	Drafting for MWA 2 (Continued) <ul style="list-style-type: none"> • Required Writing Center online conference instructions – mandatory for some sections, optional for some sections for MWA 2 • Compose/submit MWA 2.1 (cover letter + full draft of attachment)
Week 11	Due by Wed., 4/6 (at 11:59 p.m.)	Due by Sat., 4/9 (at 11:59 p.m.)
Sun. 4/3 – Sat. 4/9	<ul style="list-style-type: none"> • If you can, attend today’s live Zoom session with Mrs. Arreola and ask questions to get help with and feedback on your drafts • If you can’t attend but you want to ask a question, submit it beforehand • Make changes to your essay based on any sound feedback • In addition, self-revise your draft based on the checklist provided • Save as MWA 2.2 (complete and further revised draft) • Upload your updated MWA 1.2 draft to the discussion board link 	Peer Review for MWA 2 <ul style="list-style-type: none"> • Find the discussion board entries due 3/2. Read the two classmates’ essays that you are assigned and respond to them with peer feedback according to the instructions.

Week 12	Due by Wed., 4/13 (at 11:59 p.m.)	Due by Sat., 4/16 (at 11:59 p.m.)
Sun. 4/10 – Sat. 4/16	Final Revisions for MWA 2 <ul style="list-style-type: none"> Revise your MWA according to any sound feedback and make any other changes you wish to make Save your updated draft as MWA 2.3. 	Submission of MWA 2.3 (Final Draft) <ul style="list-style-type: none"> Review benefits and limitations of Turnitin Show how to use Turnitin’s originality reports Review MWA late policy Follow Mrs. Arreola’s instructions to submit BOTH electronic submissions of MWA 2.3 via Blackboard Compose/submit “Taking Stock of Writing Cycle 2” blog entry
Week 13	Due by Wed., 4/20 (at 11:59 p.m.)	Due by Sat., 4/23 (at 11:59 p.m.)
Sun. 4/17 – Sat. 4/23	Begin Writing Cycle 3 / MWA 3 <ul style="list-style-type: none"> Read MWA 3 assignment sheet Note there is no separate attachment in MWA 3 Begin working on MWA 3 Prewriting 	Dictionary Definitions / Online Resume Work <ul style="list-style-type: none"> Learn how to cite dictionary definitions (in-text and full citations) Complete online resume and refer to it in the last paragraph of the MWA 3 cover letter Complete/submit MWA 3 Prewriting
Week 14	Due by Wed., 4/27 (at 11:59 p.m.)	Due by Sat., 4/30 (at 11:59 p.m.)
Sun. 4/24 – Sat. 4/30	Drafting for MWA 3 <ul style="list-style-type: none"> Take IDEA survey for this class if you haven’t already Set up cover letter (address to Concho Valley Students to Professionals Foundation) Compose MWA 3.1 (full draft of cover letter) Read your MWA 3.1 draft aloud to help you catch and correct local errors Upload your updated MWA 3.1 draft to the discussion board link <p><i>Please note that Thursday, April 28th is the last day to drop a class, if you need to.</i></p>	Peer Review for MWA 3 <ul style="list-style-type: none"> Find the discussion board entries due 4/27. Read the two classmates’ essays that you are assigned and respond to them with peer feedback according to the instructions. Take IDEA survey for this class if you haven’t already
Week 15	Due by Wed., 5/4 (at 11:59 p.m.)	Due by Sat., 5/7 (at 11:59 p.m.)
Sun. 5/1 – Sat. 5/7	Submission of MWA 3.2 (Final Draft) <ul style="list-style-type: none"> Revise your MWA according to any sound feedback and make any other changes you wish to make Save your updated draft as MWA 3.2. Reminders about Turnitin’s uses and limitations Review MWA late policy Follow Mrs. Arreola’s instructions to submit BOTH electronic submissions of MWA 3.2 via Blackboard Compose/submit “Taking Stock of Writing Cycle 3” blog entry 	Final Exam Assignment Instructions <ul style="list-style-type: none"> Read assignment sheet for this class’s final exam assignment (which is due on or before Wed., 5/11). Start working on this class’s final exam assignment. <p><i>*Note: Thursday, May 5th is the last day you can submit the final draft of a major writing assignment (MWA). All three MWAs must be completed and submitted by Thursday, May 5th, even if the MWA is so late the grade is a zero, in order to be eligible to pass the class.</i></p>
Week 16	Due by Wed., 5/11 (at 11:59 p.m.)	-----
FINAL EXAMS	Final Exam Assignment Submission <ul style="list-style-type: none"> Compose/submit final exam assignment – One e-submission due to Blackboard link 	-----
Sun. 5/8 – Thurs. 5/12		