

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

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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. You can also find me 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:

- 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.)
- A 3-ring folder to keep all your course papers in (or something similar)
- A pack of tab dividers (to organize your course papers)
- College-ruled notebook paper
- Pens, pencils, and 3 highlighters of different colors
- Access to a printer, a hole puncher, and a stapler
- 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)

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.

- Accrue no more than six unexcused absences (after three unexcused absences, you start losing a letter grade per unexcused absence; at seven unexcused absences, you become ineligible to pass the course)
- 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 Attendance:

- **This face-to-face, in person class adheres to an attendance policy** that allows for three (3) unexcused absences. If the student accumulates more than three (3) unexcused absences, the student's final course grade will be lowered by one letter grade for each subsequent unexcused absence. If a student accumulates seven (7) unexcused absences, the student becomes ineligible to pass the course.
- **Excused absences** are typically for documented personal illness or family emergency ONLY. **Unexcused absences** are absences due to any other reason, including but not limited to sleeping in by accident, attending your brother's wedding, attending intramural events, coming 20 minutes (or more) late to a face-to-face class, coming to class unprepared, sleeping or appearing to sleep in class, being on an unapproved website, and being asked by an instructor to leave class at any point. In all cases, I determine what constitutes an absence and whether an absence is excused or unexcused.
- **For an absence to be excused**, students must provide sufficient documentation in a timely fashion testifying to their legitimate absence due to personal illness or family emergency. In COVID-19 related cases (quarantine due to illness or exposure), the student must provide a doctor's note OR a notice from the health department OR a notice from ASU Student Affairs that the student failed his/her wellness screening. Without this documentation, the absence will be unexcused.
- **It is solely the student's responsibility** to ensure that I have received the documentation necessary to count an absence as excused.
- **If you are involved in ASU extracurricular activities** (music, athletics, drama, ag, etc.), you must contact me within the first week of classes we can discuss how your extracurricular activities will affect your absences for this class.
- **If you disagree with an absence count I record in Blackboard**, you have two weeks from the day the absence occurred to contact me to discuss it. No changes will be considered after two weeks.

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).

- **COVID-19 Adjustments:** Please be prepared to show your completed daily wellness screening at the beginning of each class. In addition, please get in the habit of sanitizing your computer station when you enter the classroom, and plan to sit in the same seat every day.
- **Electronic Devices, Food/Drinks, and Tobacco:** Unapproved electronic devices are to be put away at the beginning of class. If you are expecting an important phone call, please let me know at the beginning of class so you can step outside to take it if it comes. Food, drinks, and tobacco are not permitted in classrooms.
- **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:

- **If you are absent**, first check Blackboard to see what you missed. Then contact others with any questions. Being absent does not excuse you from being prepared for class and caught up on your return.
- **If you are absent for an excused reason** (personal illness or family emergency), please let me know about it (and bring the required documentation) and we will work out an arrangement regarding your missed work. In all cases, I determine whether an absence will be considered excused and if work can be made up. Because students can know the dates for university-related events before they happen, university-related events do not usually count as excused reasons for not turning work in on time. However . . .
- **If you know ahead of time that you must miss class for an unexcused reason**, you should submit the assignment to me prior to your unexcused absence or get my permission for a different due date if you wish to receive credit for it. You may give your assignment to a classmate to submit for you, but you assume all responsibility of risk if you do. Submitting a daily assignment on time for a day you are absent will not substitute for your presence and participation in class that day.
- **I accept late work ONLY** if it is within the bounds of the Major Written Assignment Late Policy or the Daily Assignments Late Policy, or if you have made other approved arrangements with me. See these policies earlier in the syllabus for their details.
- **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.
- **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 • FTF 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	Tuesday, 1/18	Thursday, 1/20
Tues. 1/18 – Sat. 1/22	Introductions <ul style="list-style-type: none"> • You, me, and the course • Syllabus overview • Explore Blackboard course features Homework (due before next class): <ul style="list-style-type: none"> • Read syllabus completely • Write down questions you have about the syllabus and course 	Getting Started <ul style="list-style-type: none"> • Compose/submit blog entry on purpose of research, rhetorical awareness, future career, etc. • Discuss prompt answers • Discuss why different academic styles exist and how they correspond to academic fields Homework (due by 1/22 at 11:59 p.m.): <ul style="list-style-type: none"> • Complete syllabus quiz • Complete Academic Performance Agreement quiz • Submit FERPA waiver for this class • Reading Guide for Harvard College’s “Evaluating Sources” (all tabs)
Week 2	Tuesday, 1/25	Thursday, 1/27
Sun. 1/23 – Sat. 1/29	Information Literacy <ul style="list-style-type: none"> • Register for Information Literacy Course • Watch ASU videos: “From Idea to Library,” and “Peer Review in 3 Minutes,” • Discuss and compare popular v. scholarly articles 	The Role of Sources <ul style="list-style-type: none"> • Harvard College on “Integrating Sources” (first three tabs) – Discuss different ways sources can be used in a paper

	<ul style="list-style-type: none"> Harvard College on “Evaluating Sources” (all tabs) <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Reading Guide for Harvard College’s “Integrating Sources” (first three tabs) 	<ul style="list-style-type: none"> Organize your paper’s outline by your points, not your sources Watch ASU video: “One Perfect Source?” <p>Homework:</p> <ul style="list-style-type: none"> Reading Guide for Harvard College’s “Citing Sources” (first tab, on MLA)
Week 3	Tuesday, 2/1	Thursday, 2/3
Sun. 1/30 – Sat. 2/5	<p>Formatting and Documentation in MLA</p> <ul style="list-style-type: none"> Define terms Set up MLA formatting template in Google Docs, including Works Cited page Harvard College on “Citing Sources” (first tab, on MLA) Examples of MLA in-text citations (basic, two author, three plus authors, no author) 	<p>Documentation in MLA (Continued)</p> <ul style="list-style-type: none"> Benefits and drawbacks of citation generators Practice with a citation generator Demonstration of searching for sources in ASU’s online library databases <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Reading Guide for Harvard College’s “Integrating Sources” (second-to-last tab)
Week 4	Tuesday, 2/8	Thursday, 2/10
Sun. 2/6 – Sat. 2/12	<p>Begin Writing Cycle 1 / MWA 1</p> <ul style="list-style-type: none"> Harvard College on “Integrating Sources” (second-to-last tab) – Discuss similarities and differences between summarizing, paraphrasing, and quoting Read MWA 1 assignment sheet Create a full citation for the BLS website Work on MWA 1 Prewriting <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Reading Guide for Harvard College’s “Integrating Sources” (last tab) 	<p>Using Source Material: Summarizing, Paraphrasing, and Quoting</p> <ul style="list-style-type: none"> Harvard College on “Integrating Sources” (last tab) How to avoid paraphrasing plagiarism How to avoid word-for-word plagiarism Quote sandwiches Three methods to integrate a quote <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Complete and submit MWA 1 Prewriting Reading Guide for Harvard College’s “Avoiding Plagiarism” (all tabs)
Week 5	Tuesday, 2/15	Thursday, 2/17
Sun. 2/13 – Sat. 2/19	<p>Avoiding Plagiarism / Drafting for MWA 1</p> <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 <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Finish composing cover letter Compose/submit MWA 1.0 (cover letter + partial draft of attachment) 	<p>Drafting for MWA 1 (Continued)</p> <ul style="list-style-type: none"> Required Writing Center online conference instructions – mandatory for some sections, optional for some sections for MWA 1 Compose MWA 1.1 (cover letter + full draft of attachment) <p>Homework (due by Sat., 2/19 at 11:59 p.m.)</p> <ul style="list-style-type: none"> Finish composing/submit MWA 1.1 (cover letter + full draft of attachment) Prepare for required conferences next week on MWA 1.1 drafts
Week 6	Tuesday, 2/22	Thursday, 2/24
Sun. 2/20 – Sat. 2/26	<p>Required Conferences on MWA 1.1 drafts</p> <ul style="list-style-type: none"> Read and follow Blackboard instructions Make sure your MWA 1.1 draft meets word count requirements before you attend your conference 	<p>Required Conferences on MWA 1.1 drafts (Continued)</p> <ul style="list-style-type: none"> See previous class day instructions.

	<ul style="list-style-type: none"> Attend your required conference on time to avoid an absence and/or loss of points <p>Homework (due before next class):</p> <ul style="list-style-type: none"> After the conference, revise your MWA 1.1 draft Save the revised draft as MWA 1.2 Be prepared to submit MWA 1.2 when you return to class 	
Week 7	Tuesday, 3/1	Thursday, 3/3
Sun. 2/27 – Sat. 3/5	<p>Local Concerns Lessons</p> <ul style="list-style-type: none"> Lumen Learning resources “Grammar and Punctuation Handout of Awesomeness” In-class practice <p>Homework (due by Wed., 3/2 at 11:59 p.m.)</p> <ul style="list-style-type: none"> 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 	<p>Attend ASU Writers Conference for Extra Credit</p> <ul style="list-style-type: none"> See Blackboard for schedule and extra credit instructions.
Week 8	Tuesday, 3/8	Thursday, 3/10
Sun. 3/6 – Sat. 3/12	<p>Peer Review Workshop on MWA 1.2 Drafts</p> <ul style="list-style-type: none"> Mrs. Arreola will assign peer review groups Give feedback on your peers’ drafts according to the instructions given <p>Homework (due before next class):</p> <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. 	<p>Submission of MWA 1.3 (Final Draft)</p> <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 <p>Homework (due by Sat., 3/12 at 11:59 p.m.):</p> <ul style="list-style-type: none"> Submit BOTH electronic submissions of MWA 1.3 via Blackboard Compose/submit “Taking Stock at the End of Writing Cycle 1” blog entry
Sun. 3/13 – Sat. 3/19	SPRING BREAK WEEK	
Week 9	Tuesday, 3/22	Thursday, 3/24
Sun. 3/20 – Sat. 3/26	<p>Begin Writing Cycle 2 / MWA 2</p> <ul style="list-style-type: none"> Read MWA 2 assignment sheet Discuss terms and concepts related to argument: claim, rebuttal, fallacy, responding to opponents effectively, use of Aristotelian appeals <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Begin working on MWA 2 Prewriting 	<p>Introduce MWA 2 (Continued)</p> <ul style="list-style-type: none"> Continue discussion of argument terms and concepts Work on MWA 2 Prewriting <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Complete/submit MWA 2 Prewriting
Week 10	Tuesday, 3/29	Thursday, 3/31
Sun. 3/27 – Sat. 4/2	<p>Drafting for MWA 2</p> <ul style="list-style-type: none"> Practice with local concerns, documentation, integrating quotations, etc. 	Drafting for MWA 2 (Continued)

	<ul style="list-style-type: none"> Set up cover letter (address to Concho Valley Students to Professionals Foundation) Set up MWA 2 attachment with MLA formatting <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Finish composing cover letter Compose/submit MWA 2.0 (cover letter + partial draft of attachment) 	<ul style="list-style-type: none"> Required Writing Center online conference instructions – mandatory for some sections, optional for some sections for MWA 2 Compose MWA 2.1 (cover letter + full draft of attachment) <p>Homework (due by Sat, 4/2 at 11:59 p.m.)</p> <ul style="list-style-type: none"> Finish composing/submit MWA 2.1 (cover letter + full draft of attachment) Prepare for required conferences next week on MWA 2.1 drafts
Week 11	Tuesday, 4/5	Thursday, 4/7
Sun. 4/3 – Sat. 4/9	<p>Required Conferences on MWA 2.1 drafts</p> <ul style="list-style-type: none"> Read and follow Blackboard instructions Make sure your MWA 2.1 draft meets word count requirements before you attend your conference Attend your required conference on time to avoid an absence and/or loss of points <p>Homework (due before next class):</p> <ul style="list-style-type: none"> After the conference, revise your MWA 2.1 draft Save the revised draft as MWA 2.2 Read your MWA 2.2 draft aloud to help you catch and correct local errors Upload your updated MWA 2.2 draft to the discussion board link 	<p>Required Conferences on MWA 2.1 drafts (Continued)</p> <ul style="list-style-type: none"> See previous class day instructions.
Week 12	Tuesday, 4/12	Thursday, 4/14
Sun. 4/10 – Sat. 4/16	<p>Peer Review Workshop on MWA 2.2 Drafts</p> <ul style="list-style-type: none"> Mrs. Arreola will assign peer review groups Give feedback on your peers’ drafts according to the instructions given <p>Homework (due before next class):</p> <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. 	<p>Submission of MWA 2.3 (Final Draft)</p> <ul style="list-style-type: none"> Reminders about Turnitin’s uses and limitations 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 <p>Homework (due by Sat., 4/16 at 11:59 p.m.):</p> <ul style="list-style-type: none"> Submit BOTH electronic submissions of MWA 2.3 via Blackboard Compose/submit “Taking Stock at the End of Writing Cycle 2” blog entry
Week 13	Tuesday, 4/19	Thursday, 4/21
Sun. 4/17 – Sat. 4/23	<p>Begin Writing Cycle 3 / MWA 3</p> <ul style="list-style-type: none"> Read MWA 3 assignment sheet Note there is no separate attachment in MWA 3 Work on MWA 3 Prewriting <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Begin working on MWA 3 Prewriting 	<p>Dictionary Definitions / Online Resume Work</p> <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 Work on MWA 3 Prewriting <p>Homework (due before next class):</p> <ul style="list-style-type: none"> Complete and submit MWA 3 Prewriting

Week 14	Tuesday, 4/26	Thursday, 4/28* (Last Day to Drop a Class)*
Sun. 4/24 – Sat. 4/30	<p>Drafting for MWA 3</p> <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) • Work on MWA 3.1 (full draft of cover letter) <p>Homework (due before next class):</p> <ul style="list-style-type: none"> • Take IDEA survey for this class if you haven't already • Finish composing 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>Peer Review Workshop on MWA 3.1 Drafts</p> <ul style="list-style-type: none"> • Mrs. Arreola will assign peer review groups • Give feedback on your peers' drafts according to the instructions given <p>Homework (due before next class):</p> <ul style="list-style-type: none"> • Take IDEA survey for this class if you haven't already • 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.
Week 15	Tuesday, 5/3	Thursday, 5/5
Sun. 5/1 – Sat. 5/7	<p>Submission of MWA 3.2 (Final Draft)</p> <ul style="list-style-type: none"> • 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 <p>Homework (due by Wed., 5/4 at 11:59 p.m.):</p> <ul style="list-style-type: none"> • Submit BOTH electronic submissions of MWA 3.2 via Blackboard • Compose/submit "Taking Stock at the End of Writing Cycle 3" blog entry 	<p>Final Exam Assignment Instructions</p> <ul style="list-style-type: none"> • Read assignment sheet for this class's final exam assignment (which is due on or before Wed., 5/12). • Start working on this class's final exam assignment. <p><i>*Note: This 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 today, 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	-----	Thursday, 5/12
<p>FINAL EXAMS</p> <p>Sun. 5/8 – Thurs. 5/12</p>	See next block.	<p>Final Exam Assignment Submission</p> <ul style="list-style-type: none"> • Compose/submit final exam assignment – One e-submission due to Blackboard link • 9:30 a.m. class: Final Exam submission due by 10:00 a.m. • 12:30 p.m. class: Final Exam submission due by 12:30 p.m.