English 1301T: English Composition
Spring 2022

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COURSE OBJECTIVES:

English 1301T is required of students who are not TSI complete or exempt in English. English 1301T emphasizes the writing process and critical reading skills. This course offers substantial practice in the production of effective prose essays as well as the comprehension and analysis of selected readings. In-class activities are supplemented with practice in a software program designed to complement the class work. Successful completion of the course achieves two goals by 1) meeting the English TSI requirement and 2) providing credit for freshman composition, English 1301.

English 1301T is a paired course. Upon successfully completing the course, students are TSI compliant and receive credit for English 1301.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the English 1301T course, students should

- Take notes routinely;
- Understand the nature of the writing process and use all of its phases in writing;
- Understand the principles of audience expectations and adapt language, structure, and detail to the needs of specific readers;
- Understand the basic prose structures and apply them on the sentence, paragraph, and essay level so that readers can easily understand the writer's purpose and follow the progression of ideas;
- Generate sufficient and appropriate detail to convince readers of the validity of a thesis;
- Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays;
- Write prose largely free of errors in grammar, diction, usage, and mechanics;
- Demonstrate an improved ability to read and understand a text (essay prompt, article, essay);
- Demonstrate an improved ability to identify and paraphrase a thesis, main points, and major details from a reading; and
- Demonstrate an improved ability to use electronic environments for drafting, reviewing, revising, and editing texts.

REQUIRED SOFTWARE AND MATERIALS:

- Cengage MindTap online software

NOTE: ACCESS TO THE ONLINE SOFTWARE WILL BE PURCHASED IN CLASS. THE COST FOR THE PROGRAM IS AROUND $50.

- A notebook in which you should keep hard copies of drafts and other course-related documents
- One package of dividers with labels

ATTENDANCE:

Excessive absences, (more than SIX absences FOR ANY REASON) will cause you to become ineligible to receive a passing grade in the class.

- You are expected to attend all classes unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond your control.
- **If you become ill or must attend to a family emergency (illness, hospitalization, death), you should immediately contact the Office of Student Affairs. The only means of getting an absence is excused is to contact the Office of Student Affairs, who will then email all your professors. You can email them at studentaffairs@angelo.edu or call them at 325-942-2047. A note from a doctor does NOT excuse an absence.** It is your responsibility to stay in touch with instructors to keep up with the work.
- If you are absent, it is your responsibility to check the daily assignment sheet posted in Blackboard and make up the work missed BEFORE the next class meeting so that the completed homework can be brought to the next class meeting.
- If you are aware of an absence that will occur, it is your responsibility to contact me in advance and to complete assigned work by an agreed-upon deadline.

The following circumstances may also result in an absence:
- Being unprepared for class activities. Because this is a student-centered class that relies heavily on collaborative learning, adequate preparation is essential. Should you attend class unprepared, you will not be able to participate in activities planned for that day and will be counted absent. You must complete all assignments when they are due.
- Removal from class for inappropriate classroom behavior, including, but not limited to, cell phone use or sleeping.
- Being excessively late to class (fifteen or more minutes).

ASSIGNMENT POLICIES:

Daily Assignment Sheet:
- A daily assignment sheet, which lists assignments covered in class as well as homework assignments, is posted in Blackboard each class day. In addition, you will print a hard copy of this document at the beginning of each class and keep it in your portfolio. If you are absent, you should access the daily assignment sheet before contacting another student or the instructor. You are expected to complete all assignments, even if you are absent.

Written Work:
- **You are required to use Microsoft Word. You may NOT use Google Docs or any other word processing application.** You will submit all assignments through Blackboard, and your instructor will electronically grade your work. If your instructor cannot open your submitted document, it cannot be graded, and the assignment will be considered late until it is in a format that can be opened in Blackboard. If you do not have Microsoft Office Suite on your computer, you can contact IT at 325-942-2911 or https://www.angelo.edu/services/technology/support/purchasing/ to download Office 365 at no charge to you.
- Be sure to follow the instructor's specific directions when submitting work in Blackboard. Be especially aware of due dates and deadlines.
- ASU has computer labs in two areas on campus where students may work on out-of-class assignments for 1301T. Access to Blackboard is also available in all campus computer labs and to anyone who has a personal computer that is Internet capable. Computer labs can be found in the following areas:
  - Library Learning Commons
  - Math/Computer Science Lab—Room 111, MCS Building

  Operating hours are posted in each lab and are also available online at: http://www.angelo.edu/services/technology/labs/computer_access.php

To use the computer labs on campus and to access the computer programs used in class, students must have a University computer access account. Students are usually issued an ASU email and a computer access account when they register. Students who do not have an account must take their ASU Student ID or receipt for classes of the current semester to the Math/Computer Science Lab. **All students must have their computer access account by the second day of class.**

- **Only major writing assignments may be submitted late or made up.** Daily classwork and quizzes completed during class time cannot be turned in late or made up. Work submitted late due to illness or emergency circumstances may be submitted without penalty, but you need to make these arrangements with your instructor.
- **The Exit Exam may not be made up except in the case of serious illness or an emergency of which the Office of Student Affairs must be notified.**
- If you are absent during a peer editing workshop, you will self-revise your work. Therefore, you will not have the benefit of having another person look at your work and provide feedback.
- For each major writing assignment, you are required to complete all prewriting exercises, drafts, and peer editing activities. **Ten points will be deducted from any writing assignment grade if all steps in the process are not completed**.
- **Ten points will be deducted from the grade of any writing assignment for each day that it is submitted after the due date and time except in the case of serious illness or an emergency.**

MINDTAP SOFTWARE ASSIGNMENTS:

- You will complete most MindTap exercises in class. However, if you are absent or if you do not finish the exercises in class, you will have to complete them outside of class.
- MindTap exercises are always due the Sunday of the week they are assigned at 11:59 P.M. **NO DEADLINE EXTENSIONS** for MindTap assignments are given.
- If any technical difficulties are encountered, it is your responsibility to contact Cengage for assistance. The number for Cengage is 1-800-354-9706.

CLASSROOM POLICIES:

The Department of English and Modern Languages has established the following rules for the computer classroom:

- ❑ **Food, drinks, and tobacco products are prohibited**. Please leave all food and drink outside the room.
- ❑ Be aware that "a person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution" (Penal Code: Title 9, Ch. 43, Subch. B, Sec.22).
- ❑ Authorized software and websites can be found on the Start/Programs menu, on the desktop, and/or on the approved website used for the class. Use of unauthorized software and/or websites is prohibited.
- ❑ Upon entering the classroom, you should sanitize your workstation and your hands.
- ❑ Exit all programs and log off before leaving class.
- ❑ Retrieve USBs from the computer.

COVID-19 PROTOCOLS:

To stay up to date on Angelo State University's Covid-19 protocols, go to https://www.angelo.edu/covid-19/.

THE WRITING CENTER:

Writers always benefit from other writers' opinions. For example, professional writers depend on their editors for constructive criticism. In 1301T, students will rely on the instructors, their peers, and the tutors in the Writing Center, an academic support service available to all students at ASU. The tutors provide assistance at any stage of

the writing process; however, tutors DO NOT complete a student's work, and they DO NOT proofread a student's work. Tutors teach students how to effectively revise their own writing. You will likely be required to consult the Writing Center at least once during the semester, although you are encouraged to do for each assignment.

The Writing Center is located on the third floor of the Porter Henderson Library in Room 305C. Face-to-face sessions provide opportunities for productive conversations about your writing. You do not need to make an appointment for these sessions. Take a hard copy of your draft to the Center during the following hours of operation:

10:00 - 5:00	Monday – Thursday
10:00 - 12:00	Friday
6:00 - 8:00	Wednesday evening
1:00 - 4:00	Sunday afternoon

The Writing Center also offers an electronic submission. Instructions for using this service are on the Writing Center website at https://www.angelo.edu/dept/writing_center/. You will provide information about the assignment and select topics of concern. A tutor will read your draft and make comments and recommendations. Please allow the tutors 48 hours to respond to your electronic submission.

GRADES:

A student's semester grade will be determined using the following percentages:

3 Essays (15% each) =	45%
2 Summaries (10% each) =	20%
Gratitude Letter =	5%
MindTap =	10%
Quizzes and Classwork=	5%
*Exit Exam (if grade requirements are met)=	15%
Total	100%

*NOTE: Eligibility standards for the Exit Exam are meeting the attendance requirement, a score of 70 or above on ONE summary, a score of 70 or above on TWO essays, and completion of ALL essay and summary assignments.

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and Below	F

YOUR RESPONSIBILITIES:

First, it is paramount that you attend class, consult the course syllabus posted in Blackboard, view all assigned instructional videos, and carefully read other supplemental material such as handouts, articles, and PowerPoint presentations. We will primarily use class time to work on assignments while I am there to address your questions, so you will be required to do some preparation work outside of class. Another primary factor that will determine your success in this course is your willingness to ask questions as they arise. I check email regularly throughout the day and reply to emails as promptly as I can. However, if you email after 5:00 P.M., I will likely not respond until the following day. Also, if you email me on a weekend, I will probably not respond until Monday. Because this course centers around numerous and frequent reading and writing assignments, be prepared to spend several each week preparing these assignments.

EMAIL ETIQUETTE:

When questions about course assignments occur outside of my office hours or the scheduled class sessions, you should email me with your questions. Because I receive many emails each day, it is important that your email messages attend to some basic conventions of electronic communication. For example, emails should contain a helpful subject line. They should begin with a salutation, such as "Dear Dr. Jones" or "Hi, Dr. Jones." They should end with your full name along with the name and section number of the course. Finally, you should attempt to use properly punctuated and complete sentences in your emails. Messages don't have to be perfectly edited, but I will not respond to carelessly written messages littered with typographical errors.

CONTACTING ME:

As I previously mentioned, I check my email frequently and am generally able to respond to questions promptly. Keep in mind that we are in a professional and academic environment. Please maintain a professional and courteous tone throughout the email. Also, I CANNOT COMMUNICATE WITH PARENTS OR GUARDIANS REGARDING YOUR PERFORMANCE IN THE CLASS ACCORDING TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) UNLESS YOU HAVE SIGNED A WAIVER.

CONTACTING YOU:

You are required to check Blackboard and your email regularly to stay updated on matters related to this class. I will only email you using your ASU-assigned email. I also use the "Announcements" feature in Blackboard to efficiently deliver information to the entire class. If you do not already have it, download the Blackboard App to make receiving messages and checking your grades convenient.

ELECTRONIC DEVICES:

As a courtesy to classmates and instructor, **students must turn off all electronic devices during class. Do NOT use ear buds or headphones in class unless specifically allowed to do so for work on a specific project determined by the instructor.**

ASU ACADEMIC HONOR CODE:

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Adhering to the standards of academic integrity ensures grades are earned honestly. **Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.**

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.

DISABILITIES:

Angelo State University 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 Act of 2008 (ADAAA), and subsequent legislation. **Persons with disabilities that may warrant academic accommodations must contact the Student Affairs Office, Suite 112 in the Houston Harte University Center, in order to request such accommodations prior to any being implemented. Students are encouraged to make this request early in the semester so that appropriate arrangements can be made.**

ABSENCE FOR 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. **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 a reasonable time after the absence.** A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

POLICIES AND PROCEDURES PURSUANT TO TITLE IX:

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 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.

Course Syllabus

Note: This document lists topics covered each week. For a more detailed explanation of in-class activities and homework assignments, see the daily assignment sheets posted in Blackboard before each class.

Week 1:
    Course Policies and Procedures
    Portfolio Instructions
    Blackboard Orientation
    Diagnostic Essay

Week 2:
    Purchase Cengage MindTap
    Email Assignment
    Critical Reading
    Marginal Annotations in a Text
    Summary Writing
    Paraphrasing
    Using Transitional Words and Phrases
    MLA Document Format
    Selected MindTap Exercises

Week 3:
    Summary 1 Article Critical Reading
    Summary 1 Reading Guide
    Summary 1 First Draft
    Selected MindTap Exercises

Week 4:
    How to be an Effective Peer Editor
    Summary 1 Global and Local Peer Review
    Summary 1 Final Draft
    Summary 2 Article Critical Reading
    Summary 2 Reading Guide
    Summary 1 Corrections
    Selected MindTap Exercises

Week 5:
    Summary 2 Global and Local Peer Review
    Summary 2 Final Draft
    Selected MindTap Exercises
    Critically read "How to Write a Gratitude Letter"
    Assign Gratitude Letter
    Gratitude Letter planning activity
    Compose first draft of Gratitude Letter

Week 6:
       Self-Revise Gratitude Letter
       Make final revisions to Gratitude Letter
       Address envelope and hand in letter
       The Writing Process
       Essay 1 Article Critical Reading
       Essay 1 Assignment
       Selected MindTap Exercises

Week 7:
       Brainstorming
       Freewriting
       Body Paragraph Structure
       Body Paragraph Graphic Organizer
       Essay 1 Body Paragraphs
       Peer Review Body Paragraphs
       Selected MindTap Exercises

Week 8:
       Introductions
       Thesis Statements
       Conclusions
       Essay 1 First Draft
       Individual Conferences
       Global Peer Review
       Essay 1 Second Draft
       Selected MindTap Exercises

Week 9:
       Local Peer Editing
       Writing Center
       Essay 1 Final Draft
       Essay 1 Reflection
       Selected MindTap Exercises

Week 10:
       Argument Analysis Discussion and Assignments
       Source Reliability
       Selected MindTap Exercises

Week 11:
       Essay 2 Article Critical Reading
       Essay 2 Assignment
       Brainstorming
       Freewriting
       Body Paragraph Graphic Organizer
       Selected MindTap Exercises

Week 12:
> Quotation Integration
> Review Essay Organization
> Essay 1 Corrections
> Essay 2 First Draft
> Individual Conferences
> Selected MindTap Exercises

Week 13:
> Global Peer Review
> Essay 2 Second Draft
> Local Peer Editing
> Writing Center
> Essay 2 Final Draft
> Essay 2 Reflection
> Selected MindTap Exercises

Week 14:
> Essay 3 Assignment
> Complete Essay 3 In Class

Week 15:
> Exit Exam Review
> Course Evaluation
> Eligibility Notification

Week 16:
> Exit Exam Summary
> Exit Exam Essay Preparation

Final Exam
Section T10   Wednesday, May 11   10:30-12:30
Section T20   Wednesday, May 11   1:00-3:00