

English 1301: English Composition (Online)



Instructor: Ms. Judith Gonzalez
E-mail: jgonzalez41@angelo.edu
Phone: 325-486-6157

Office: Academic Building, Room 002
Office Hours: by appointment
(e-mail me to set up virtual meeting)

Goals and Outcomes of English 1301

There is no such thing as universally “good writing.” What counts as “good writing” in one situation may be completely inappropriate and ineffective in others. So, if you want to succeed in college and beyond, it is important to become an agile writer who can adapt your writing to a wide variety of audiences, contexts, purposes, and media. Therefore, we’ll focus on learning to analyze new situations and respond to them appropriately. Instead of learning one right way of writing, you’ll work on becoming flexible writers who can transfer what you’ve learned in 1301 to new contexts and new genres. The table below lists specific core objectives and student learning outcomes for this course.

Core Objective	Course Student Learning Outcome
<i>Critical Thinking</i>	Students will learn to employ problem-solving strategies (such as inquiring about an issue, comprehending consequences, and analyzing and synthesizing information) to generate positions and arguments and to examine basic principles of information to support a thesis. Students will learn to comprehend, analyze, synthesize, and evaluate their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question. This will be demonstrated through students writing analyses and evaluative pieces
<i>Communication</i>	Students will learn to take into consideration audience, context, purpose, conventions, and circumstances relevant to written communication; use relevant and appropriate content for the specific rhetorical situation in order to express their position(s) effectively in writing. This will be demonstrated through students composing a variety of genres for different contexts.
<i>Teamwork</i>	Student will learn to work individually and collectively toward a shared purpose or goal with the members of a team, creating and evaluating their peers’ drafts. This will be demonstrated through peer review.
<i>Personal Responsibility</i>	Students will learn to identify their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making, as well as recognize and evaluate possible consequences of their decisions. This will be demonstrated through a series of reflective essays.

Note:

This course is to be completed entirely online. Therefore, it is essential that you follow the course schedule very carefully as well as regularly check the “Class Material and Homework” page in this course’s Blackboard site and your ASU e-mail. **It is your responsibility to keep track of all course material and due dates.** Because of the nature of this course, effective communication between students and instructor is crucial. I will do my best to make all instructions clear and transparent, and if you have any questions about any instructions or assignments, please contact me as soon as possible. This is crucial, since summer courses take place in a span of just 5 weeks, and you may fall significantly behind rather quickly. Keep in mind, I cannot help you if you do not reach out.

Required Texts and Materials:

- There is no textbook required for this course. *I will provide all class content and material through PDF via Blackboard.*
- A notebook for notes.
- A zip drive or storage device for course materials (highly recommended).

Computer Requirements

Access to Blackboard

I will use several Blackboard tools to teach this class throughout the semester. You can access Blackboard at <https://blackboard.angelo.edu>. To log in, you'll need your Rampart ID and password. In addition to participating in some online discussions via this site, I will post the syllabus, writing assignments, grading standards, and additional readings. Moreover, you will submit **all** reading and **all** writing assignments through Blackboard. In order to make sure everyone is familiar with using Blackboard tools, I will provide a brief tutorial illustrating how to use them the first day or week of class.

Microsoft Word

For all electronic submissions, you must save drafts in MS Word or an MS Word-compatible format. If you submit your draft in a different format, I will be unable to open and grade your file. If you submit your draft in a format that is not compatible with MS Word, you will receive a zero.

Adobe Acrobat Reader

You will need to obtain Adobe Acrobat Reader (which can be downloaded free from the internet), as you will use Acrobat Reader to access some documents on Blackboard.

Technical Support

If you are having technical problems with Blackboard, you can contact free technical support one of the following ways:

Phone: 325-942-2911

Web Address: <http://www.angelo.edu/services/technology/>

Any course content-related questions should be directed toward me.

Attendance

Since this is an online class, attendance will not be taken. However, you will have to complete assignments geared towards participation credit. **In addition, you must be active in your learning process, meaning you are responsible for keeping up with class material** (accessing course material and completing course requirements-- watching instructional videos, submitting work, participating in assigned group work, posting in discussion boards, etc.).

Observances of Religious Holidays

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 what the instructor deems a reasonable time after the absence. A student who is excused may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Conferences

Two times this session, I will offer optional conferences for major writing assignments two and three. This meeting gives us the opportunity to have focused, one-on-one discussions regarding your writing. I will announce the conference schedule at least a week prior to the conferencing period, and you will sign up for a

day/time you are available to meet. All conferences will be held virtually through Blackboard Collaborate. Be sure to record your conference appointment and attend on time. If you cannot make your time, notify me at least 24 hours prior to your appointment so that you can reschedule. Conferences are optional; therefore, they are not required but recommended.

Classroom Decorum

ASU students and instructors are bound by the terms of the *Code of Student Conduct*, which is published in the *Student Handbook* at <https://www.angelo.edu/student-handbook/>.

- **Show Respect:** You will also be expected to be courteous and behave appropriately at all times, including treating your fellow classmates with respect.

Writing Assignments

This course is divided into three sequences. For each sequence, you will complete a Major Writing Assignment (MWA): a memoir, a rhetorical analysis, and a synthesis. In addition to the MWA, you might also have to complete one or more Low Stakes Assignment/s (LSA/s) throughout each sequence, which are assignments that will help you complete the MWA. In addition, at the end of each week, you will be asked to complete a summative piece (more specifics on this will be provided).

Writing Assignment Submission

- You will be turning all major and minor assignments online through Blackboard.
- Within the prompt for all major and minor writing assignments, I will specify the format you should use (font style/size, margins, page number placement, etc.).
- Once again, for online submissions, you must turn in your assignments in MS Word compatible files. Part of turning in an assignment is not just completing it—it is also submitting it in the required format. If you turn in an online assignment in a file not compatible with MS Word, it is up to my discretion to determine if I will allow you to turn in the assignment in the correct format.
- In addition to making sure that you submit assignments in the correct format, you must also make sure that you respond to the requirements of the prompts. If you turn in an assignment where you have failed to follow the directions of the prompt, you will receive no credit for the assignment. If you fail to follow some components of the prompt but do respond to some, you will receive only partial credit.
- **YOU MAY NOT TURN IN MATERIAL THAT YOU HAVE WRITTEN FOR OTHER CLASSES** (even if you have taken this same class before).
- If you fail to submit any of the 3 major writing assignments, **you will not pass the course.**
- All assignments submitted online will be submitted through the Blackboard “Assignment Submissions” tab. These assignments **MUST** be submitted in a Microsoft Word compatible file. ***It is your responsibility to make sure I can access your work.*** If I cannot access your work, I cannot grade it, and therefore, you will receive a zero. It does not matter if you turned it in on time. If I cannot see your work, then I have no way of knowing whether you did in fact complete the assignment.

Late Work

Typically, I do not accept late work. However, because of the circumstances, and possible issues of accessibility, I will be more flexible in terms of due dates. This does not mean that you can turn in work whenever you want. ***You must still turn in all assignments by the designated due dates.*** If you need more time because you have an emergency of some sort or have issues related to access **you MUST contact me as**

soon as possible, and I will work with you. *Be advised, if you miss a deadline and fail to contact me prior, especially for a major assignment, it will be up to my discretion whether I allow you to submit your assignment.*

As mentioned, you will be turning in all work online through Blackboard. I will provide an assignment submission link for each assignment. Be advised that **submission links will disappear** some time after the assignment due date and time. Once the submission links disappear you will be unable to turn in your assignment unless you contact me and arrange an alternate way to turn in your assignment. Again, it is up to me whether I allow you to submit your assignment late or not-- it will all depend on the circumstances that rendered you unable to turn in your work on time.

*****YOU MAY NOT E-MAIL ME ANY ASSIGNMENTS WITHOUT MY PERMISSION. If you do, I will NOT grade them. All assignments must be submitted through Blackboard.**

*****If you submit an assignment more than 3 days late and you fail to contact me about it, you will receive an automatic zero.**

Final

Your final will be a culmination of all you've learned over the course of the semester. Worth 10% of your grade, it will consist of a reflective piece that will be due on the day of your final. I will distribute a separate prompt for the final later in the semester.

Participation

Participation will constitute 15% of your final grade. I factor in the following when determining your participation grade: reading quizzes, graded Blackboard discussion postings, and graded homework assignments.

Peer Review

Because this is an online class, peer review sessions will be held entirely online through blackboard. I will provide more specifics as we get closer to the first peer review session.

Using Student Writing in the Classroom

I often bring student writing or Blackboard postings into the classroom for discussion or workshops. I do this because you can learn things from your colleagues' writing that are hard to learn from any other source. This means that each student might have his or her writing (anonymously) discussed by the whole class at some point. If you turn something in to me that you do not want me to share with others, please let me know *when you turn it in*. If you have concerns about this, please let me know.

Class Cancellations

In the event that I must cancel class and/or office hours, I will notify all classes through Blackboard and e-mail. Please make sure to check your Blackboard and E-mail consistently.

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

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Grade Determination:

Your semester grade will be determined as follows:

Percentage Allocation

Assignment	Percentage
Final	10%
Sequence 1	10%
Sequence 2	20%
Sequence 3	30%
Participation	15%
Summative Pieces	10%
Peer Review	5%

Grade Determination

Course Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Grading standards for individual writing assignments will be distributed as separate handouts.

Accommodation Statement/Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford, Director of Student Disability Services

Phone: 325-942-2047

Email: dallas.swafford@angelo.edu

Office: Houston Harte University Center, 112.

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Student Handbook Statement of Academic Integrity

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. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. 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. You may access the *Student Handbook* at <https://www.angelo.edu/student-handbook/>.

Student Conduct Policies

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Science and Engineering adheres to the Statement of [Academic Integrity](#).

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

***In this class we will discuss how to ethically incorporate other's writing and ideas into your writing as well.

Procedures for Handling Plagiarism Cases

If an instructor thinks a student may have plagiarized, he or she will follow these steps:

- Meet privately with the student to discuss the assignment in question and the evidence of plagiarism;
- Identify the appropriate consequence;
- File a report with the Office of Student Services;

Possible Consequences

The instructor and the English Department Chair decide the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question,
- Fail the assignment in question,
- Fail the class, or
- Be subject to more severe sanctions imposed by the Dean of Students.

All students suspected of plagiarism will be reported to the Office of Student Services, who maintains a file of past plagiarism cases. The *ASU Student Handbook* further elaborates the Academic Integrity policy at <https://www.angelo.edu/student-handbook/>.

Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person's language, ideas, or materials and present them as their own without acknowledging the source. This class will cover plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

Types of Plagiarism

Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.
- Submitting writing that was substantially edited by another person.

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Writing Center Information

The Writing Center is an academic support service available to all ASU students. Peer tutors help experienced and inexperienced writers with all steps of the writing process. Tutors will help students review writing assignments in order to provide suggestions and recommendations about organization, paragraph development, grammar, documentation, etc.; however, tutors do not edit or proofread papers.

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The Writing Center is located in the Porter Henderson Library, third floor, Room C305. If you find yourself in need of help with anything writing related, I encourage you to make use of this resource. Virtual tutoring sessions are offered, so you do not have to visit the Writing Center in person. Please consider using the virtual tutoring session option to ensure your safety and that of the tutors'. To learn more about their services, visit the Writing Center's website at <https://www.angelo.edu/current-students/writing-center/>

Writing Center hours are posted here:
Monday-Thursday: 10 a.m.–5 p.m.
Wednesday and Sunday evening: 6–8 p.m.
Friday: 10 a.m.–noon
Saturday: Closed

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex. You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to Face: Mayer Administration Building, room 210
Phone: 325-942-2022
E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator.

Should you wish to speak to someone in **confidence** about an issue, you may contact the following:

- the University Counseling Center (325-942-2371),
- the 24-Hour Crisis Helpline (325-486-6345),
- or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix

Email Policy

If ever you need to reach me, the best way to contact me would be through e-mail. I check my e-mail consistently throughout the day, however, after 5PM, the prospect of me reading and responding to e-mails might lessen. I also very rarely check my e-mail on weekends, so if you must get ahold of me, please do so during the week before 5PM.

If you do not hear back from me, please contact me again. It is likely that your e-mail might have been buried underneath other e-mails, or I might not have received your e-mail for a reason or another.

When you are composing an e-mail to me (or any of your instructors), please proceed as follows:

- Begin your e-mail with a greeting: "Hello, Ms. Gonzalez," or "Dear Ms. Gonzalez," "Good morning, Ms. Gonzalez," or "Ms. Gonzalez:"
- The first line of your e-mail must state the following:
 - Your name
 - Class
 - Purpose (make sure that you are direct and concise)
- End your e-mail by thanking your instructor for his or her time and close with "Thank you" or "Regards" or another somewhat formal, but friendly, closing. Always sign with your full name.

Other considerations:

- If you have a question regarding an assignment that would require much explaining and/or multiple correspondences, please set up a time to speak to me virtually.
- Please **do not** e-mail me an assignment after the due date (or at all) unless you have my approval.
- If you receive an e-mail from me regarding an issue related to class, or if I respond to an e-mail from you, please let me know that you have received my e-mail-- a simple "thank you" will do. However, if the e-mail deals with a pressing matter (say an issue regarding excessive absences) please take the time to reply to me properly.
- ***If you send me an e-mail where you do not identify yourself or where you fail to follow proper e-mail etiquette, I will not respond.***

If you would like to learn more about e-mail etiquette, the following link might be helpful.
<https://owl.english.purdue.edu/owl/resource/694/01/>

Course Calendar

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**Notes:**

The schedule below provides the topics, readings, due dates, and holidays throughout the summer I session. I reserve the right to make changes to the calendar based on class needs.

**Bb**=Blackboard  
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<i>Dates</i>	<i>Class</i>
Week 1 (June 6 - 10)	<ul style="list-style-type: none">• Introduction to Course and ice-breaker discussion board activity-due Tuesday, June 7th by 5 PM• Introduction to first summative piece. Due Thursday, June 9th by 5 PM.• Introduction to College Writing and Discourses- associated readings (PDFs provided in Bb)• Genres Discussion• College Writing, Discourses, and Genres Discussion Board Activity• Response to discussion board posts due Friday, June 10th by 5 PM

<p style="text-align: center;">Week 2 (June 13- June 17)</p>	<ul style="list-style-type: none"> • Genre readings/Participation Activity • Introduction to Sequence 1 <ul style="list-style-type: none"> --Review MWA1 prompt • Brainstorming content and developing thesis statement <ul style="list-style-type: none"> --Discuss narrative strategies. • Drafting and organization (paragraphs and transitions) <ul style="list-style-type: none"> --Developing credibility as a writer and completing first draft of MWA1 • Peer Review activity (upload draft onto discussion board by 10 AM on Thursday, 6/16; upload response to peers by 5 PM on 6/15). • Summative Piece due Friday, 6/17 by 5 PM • MWA1 due Friday, 6/17 by midnight • Introduction to Sequence 2 <ul style="list-style-type: none"> -- Review MWA2 prompt <ul style="list-style-type: none"> - What is a rhetorical analysis? - What is an argument? -Reading critically and analytically • Sequence 2 Reading # 1 and Reading #2 <ul style="list-style-type: none"> -- Responding to readings and lecture --Discussing board activity
<p style="text-align: center;">Week 3 (June 20- June 24)</p>	<ul style="list-style-type: none"> • Response to discussion board posts due Monday by 5 PM • Introduction to Sequence 2: LSA1 <ul style="list-style-type: none"> --Summarizing sources -- incorporating and citing sources (MLA 9th ed.) • Further discuss Rhetorical Analysis <ul style="list-style-type: none"> -- continue discussing LSA1 (format and requirements) --Argumentative Strategies - reading (PDF available on Bb) -- lecture + argumentative strategies activity/drafting analysis section (participation credit) • LSA1 due on Wednesday, 6/22 by midnight • Continue discussing analysis section/ drafting and requirements • Further unpack MWA2 prompt <ul style="list-style-type: none"> --discussing content and supporting ideas with textual evidence (requirements and expectations)

	<ul style="list-style-type: none"> • Drafting MWA2 <ul style="list-style-type: none"> -- discuss components of introduction and conclusion -- connecting the parts (introduction, summary, analysis, and conclusion) • Summative Piece due Friday, 6/17 by 5 PM • Work on completing first draft of MWA2
<p style="text-align: center;">Week 4 (June 27- July 1)</p>	<ul style="list-style-type: none"> • Sequence 2 Peer Review: Complete and uploaded first draft of MWA2 onto Peer Review Discussion Board Forum by 10 AM on Monday, 6/27; upload response to peers by 5 PM on Monday, 6/27. <li style="text-align: center;">• ***(<i>optional conferences Monday, 6/27</i>) *** • MWA2 due Tuesday, 6/28 by midnight • Introduction to Sequence 3 <ul style="list-style-type: none"> -- What is a synthesis? -- Understanding topic -- Considering viewpoints -- Contributing to the conversation • Sequence Readings and responses/ participation credit • Introduction to LSA- introduction and outline/ contextualizing and generating an argument + supporting it • Further discuss contributing to the conversation <ul style="list-style-type: none"> -- focus on responding to varying viewpoints and opposing perspectives + supporting argument through ethical and effective use of sources • Discuss going from outline to essay. • Summative Piece due Friday, 6/17 by 5 PM • LSA due Friday, 7/1 by midnight
<p style="text-align: center;">Week 5 (July 4- July 8)</p>	<ul style="list-style-type: none"> • Drafting Works Cited page and completing first draft of MWA3. Completing first draft of MWA3. • Wrapping up MWA3 (Format and requirements) • Sequence 3 Peer Review: Complete and uploaded first draft of MWA3 onto Peer Review Discussion Board Forum by 10 AM on Tuesday, 7/5; upload response to peers by 5 PM on Tuesday, 7/5. <li style="text-align: center;">• *(<i>optional conferences Monday, 7/4 and Tuesday, 7/5</i>) *

	<ul style="list-style-type: none">• MWA3 due Wednesday, 7/6 by midnight• Review of Final Exam• Final Exam due Friday, 7/8 by 5 PM.
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