Instructor Name: Jennifer F. Guerra
Office: Faculty Center 128
Telephone: (361) 825-6084
Email: Jennifer.Guerra@tamucc.edu (This is the best way to contact me)
Home: http://www.tamucc.edu/wiki/JenniferGuerra/Home
Office Hours: MWF 2:00-3:00p.m. or by appointment

Classes: MWF 12:12:50 section 512

Course Description
Principles, techniques, and processes of written composition, with an emphasis on research and argument.

1301 Student Learning Outcomes

Upon completion of this course, students will be able to

- Apply principles of the writing process, including drafting, editing, and revision, to generate academic / professional documents
- Analyze complex issues / ideas in research-based academic writing
- Analyze and interpret a variety of texts
- Write in several genres
- Produce an introduction with a solid focus, direction, and purpose
- Cohesively integrate academic research to support the writer's purpose
- Connect ideas across courses

Class Description

The class will be divided into units, each covering specific aspects within the study of writing. You will be asked to complete a major writing assignment for each unit covered: a total of 4 major writing assignments in the course of the semester. At midterm and at the end of the semester you will be asked to compile a portfolio which highlights and reflects on what you have learned during that period. More details will be given in class and via Blackboard as we approach these points in the semester.

The first eight weeks of class will focus on writing processes and practices. We will examine the ways in which readers read and writers write. During this time you write a literacy autobiography which discusses how you became literate, and a rhetorical analysis which demonstrates your understanding of the construction of a piece of writing.

The second eight weeks will focus on researching and writing in an academic voice. During this time, you will write an annotated bibliography and an objective research paper. In addition, you will showcase your research on November 30 at the First Year Celebration. The portfolio for this section will be completed during your final exam period.
Integration activities will be assignments that are graded for all three of your Triad M classes: History, Seminar, and English. More details will be given via Wiki & Blackboard.

**Grade Distribution (Due dates are subject to change)**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date Due</th>
<th>% of course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>Daily</td>
<td>10%</td>
</tr>
<tr>
<td>Reading Responses</td>
<td>Daily</td>
<td>10%</td>
</tr>
<tr>
<td>Literacy Autobiography</td>
<td>TR 09/15</td>
<td>10%</td>
</tr>
<tr>
<td>Rhetorical Analysis</td>
<td>TR 10/06</td>
<td>10%</td>
</tr>
<tr>
<td>Portfolio One</td>
<td>TR 10/13</td>
<td>15%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>T 11/01</td>
<td>10%</td>
</tr>
<tr>
<td>Objective Research Paper</td>
<td>T 11/22</td>
<td>15%</td>
</tr>
<tr>
<td>Portfolio Two</td>
<td>W 12/14 (Final Exam Period)</td>
<td>15%</td>
</tr>
<tr>
<td>Integration Activities (Charlotte Temple and Frederick Douglass Projects)</td>
<td>TBA</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
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For further information regarding these assignments, please see our course page.

**Course Website:** [http://falcon.tamucc.edu/wiki/JenniferGuerra/Home](http://falcon.tamucc.edu/wiki/JenniferGuerra/Home)

The required textbooks for English 1302 classes also are used in English 1301:
- *Writing About Writing: A College Reader* by Elizabeth Wardle and Doug Downs (2011)
- Charlotte Temple by Susan Rowson (Same one for History)

1301 will also require these other materials:
- Access to University Network and an active islander email account.
- Appropriate / compatible media to save and transport computer files among computers on campus and / or between home and campus. The best option is a USB flash drive.
- A Sanddollar or SandPaper card with money on it for printing in the classrooms/computer labs.
- Pen and paper
- Post-It notes (large enough for you to make comments on, they can be any color, and even have lines.)

**Attendance and Tardiness**

Part of your grade in this English course is dependent upon your group and overall class participation, so regular attendance is required. You are responsible for completing and turning in all assigned work in your absence. If you have several unexcused absences, I will likely ask you to meet with me outside of class to review your goals, progress, and intentions for the class.

It is a disruption to your peers if you are tardy; therefore, arriving after the door has been closed will result in a participation grade penalty. If you have a legitimate reason for tardiness, please come talk to me after class.
Technology Policy

I understand how tempting it is to check your email or social networking sites during class; however, just because there is a computer in front of you (or a phone in your pocket) does not mean that you should engage in such behavior. Please note that if you are engaging in this sort of behavior (including listening to an ipod or other music player), you will counted as absent, and may be asked to leave the room. If you are in the classroom before class begins and are using the computer for non-course related reasons (or listening to music), I expect you to log off completely when class begins. We only have a limited amount of time, so let’s make the most it!

Extensions and Late Work

You may obtain an extension on an assignment (to be determined by your Composition and/or Seminar instructor). Extensions will be granted on a case by case basis, and your formal, written request must be accompanied by some form of documentation of the reason for needing the extension and submitted at least 24 hours in advance of the due date and time.

No late daily/ homework assignments will be accepted without previous arrangements being made with me before the due date. Please note that if a paper or other assignment is due to be handed in during class or via email, and you elect not to attend class, you must still find a way to get me your assignment when it's due.

Furthermore, late assignments without extensions (or after the agreed upon extension period) will incur a penalty of 5 points per calendar day.

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.)

Plagiarism or academic dishonesty will not be tolerated in any form. This includes but is not limited to:

• Using the work of another as your own
• Downloading or purchasing ready-made essays off the web and using them as your own
• Using resource materials without correct documentation, using the organization or language of a source without using quote marks and proper citation.

Be aware that there are other ways to use sources incorrectly, or to plagiarize. When in doubt, visit with me or the Writing Center for help on correct use of sources, how to paraphrase, and how to document correctly.

Other forms of academic dishonesty include:

• Falsification (the intentional alteration of information),
• Fabrication (the intentional invention of information),
• Multiple submission (using the same material for two separate assignments or courses without permission from the instructors),
• Abuse of academic materials (the intentional destruction of resource materials).
Classroom/professional behavior

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.

Students with Disabilities and Veterans

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.

Grade Appeal Process

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule

- 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules.
Provisional Course Outline

Week 1  Introductions, Writing Processes and Practices
Week 2  Writing Processes and Practices
Week 3  How do Readers Read and Writers Write?
Week 4  How do Readers Read and Writers Write?, Literacy Autobiography due
Week 5  How do Readers Read and Writers Write?
Week 6  How do Readers Read and Writers Write?
Week 7  How do Readers Read and Writers Write?, Rhetorical Analysis due
Week 8  *Charlotte Temple* Conferences, Midterm Portfolio due
Week 9  Discourse Communities and Reading Academic Voice
Week 10 Discourse Communities and Reading Academic Voice
Week 11 Discourse Communities and Reading Academic Voice, Annotated Bib Due,
Drop Date (Friday, Nov. 5)
Week 12 Integrating Research/ Writing in Academic Voice,
Week 13 Integrating Research/ Writing in Academic Voice
Week 14 Objective Research Paper due, Thanksgiving
Week 15 Practice FYC, First-Year Celebration (Wed, Nov. 30)
Week 16 Course Wrap-up, Last Day of Class
W Dec 14 Final portfolio due during exam period