Instructor Name: Ms. Samantha D. Howard Sifuentez
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Email: Samantha.Howard@tamucc.edu
Webpage: http://falcon.tamucc.edu/wiki/SamanthaHoward/home
Office Hours: Tuesday and Thursday 11:00 AM -12:30 PM; by appointment

Classes: ENGL 1301.471, Composition I, TR 2:00-3:15 PM, OCNR 240
        ENGL 1301.470, Composition I, TR 3:30-4:45 PM, OCNR 241

Course Description
Principles, techniques, and processes of written composition, textual analysis, and critical thinking.

1301 Student Learning Outcomes
Upon completion of this course, students will be able to

- Apply principles of the writing process (drafting, editing, revising)
- 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
- Connect ideas across courses

The required textbook for all English 1301 classes
- Writing about Writing, by Elizabeth Wardle and Doug Downs

1301 will also require these other materials
- Access to University Network and an active "Islander" e-mail account.
- Access to a computer with Microsoft Word.
- Appropriate/compatible media to save and transport computer files among computers on campus and / or between home and campus.
- Sanddollar card and money in your account to print on campus, if needed.
- Be sure and always bring a pen and paper to class.

Grade Distribution (dates, nature of assignments, assignment weight)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date Due</th>
<th>% of course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Participation/Attendance</td>
<td>Daily</td>
<td>10%</td>
</tr>
<tr>
<td>Homework/Quizzes</td>
<td>Daily</td>
<td>10%</td>
</tr>
<tr>
<td>Project 1 (Literacy Narrative)</td>
<td>Week 4</td>
<td>10%</td>
</tr>
<tr>
<td>Project 2 (PoliSci Paper)</td>
<td>Week 8</td>
<td>15%</td>
</tr>
<tr>
<td>Project 3 (Annotated Bibliography)</td>
<td>Week 11</td>
<td>10%</td>
</tr>
<tr>
<td>Project 4 (Ethnographic Research)</td>
<td>Week 16</td>
<td>15%</td>
</tr>
<tr>
<td>FYC Celebration</td>
<td>Week14/15</td>
<td>10%</td>
</tr>
<tr>
<td>Portfolio One</td>
<td>Week 9</td>
<td>10%</td>
</tr>
<tr>
<td>Portfolio Two</td>
<td>Week 16</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
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</tbody>
</table>

Brief Description
The course will be divided into four units, each covering specific aspects within the study of writing. You will be asked to
write an essay for each unit covered, a total of 4 major writing assignments in the course of the semester. You will also be asked to submit 2 major portfolios: 1 midterm, and 1 final. Specific guidelines will be posted to the class website for these as well as other writing assignments.

**Project 1 – Literacy Narrative**
**Project 2 – Political Science Sustainability Paper**
**Project 3 – Annotated Bibliography**
**Project 4 – Ethnographic Research**

**Grading**
There is a 24 hour waiting period before I will discuss a major assignment. The 24 hours allows you then to decide what specific questions you may have about the grade you have received. You have the opportunity to earn 100 points over the course of the semester. A (90-100), B (80-89), C (70-79), D (60-69), F (60 and below). All course components and assignments are broken into 10 or 15 point increments. See below for the letter grade to overall point conversion.

**Grade Break Down for 15 points**
- A: 13.5-15
- B: 12-13
- C: 10.5-11.5
- D: 9-10
- F: 0-8 points

**Grade Break Down for 10 points**
- A: 10-9
- B: 8.5-8
- C: 7.5-7
- D: 6.5-6
- F: 5.5-0

**Class Expectations**
All instructors have their “do’s” and “don’ts,” which vary course to course. Here are mine:

- Read all assigned readings, complete all assigned work, and come to class fully prepared to write and talk about the day’s topics, readings, and writings.
- Respect each other! Treat everyone (and me) with respect, even if we all have completely different opinions, values, beliefs, etc. Please be tolerant and respectful of others.
- Talk to me! There is no problem too big or too small! If I can’t help you, I’ll find someone who can! (We aren’t superheroes, but we do care!) If there is something going on in your life that is affecting your work, please let me know as soon as possible. If you don’t understand or are having trouble completing an assignment, please let me know so I can work with you to help you.
- Food and drink are not allowed in the computer labs unless they are closed and kept on the floor.

**Attendance**
Be on time! Attendance will be recorded for each class meeting, including peer reviews, conferences, and workshop days. I understand that life happens and that there are a lot of temptations in your new college world. So please do not lie to me. Frequent absences will not fare well for your grade in that you will miss assignment explanations, handouts, in class activities, and course grade penalties as listed below. Please e-mail me in a timely manner to notify me of your absence and receive makeup work information from me. Absences will result in losing points.

**Late Work**
I will not accept late homework, in-class writing assignments, quizzes, or journals. These daily assignments are directly related to your participation and attendance in class. Paper and portfolio due dates are already posted – please note them in your calendar and plan ahead. Projects and portfolios will not be accepted late without an extension granted at least twenty-four hours before the due date. In the event that you are unable to turn in your paper or portfolio on time, you must
e-mail or meet with me stating your reasons as well as a proposal for when you will be submitting your work. This is a case by case situation in which I use my discretion to make the decision.

**Technology and Cell Phones**

Our class is held in a computer lab, so you will have full access to the internet and any other online resources you will need during our class meetings.

Computers: During class time, do not use the computer (either in the lab or your own laptop) to login to Facebook, MySpace, Twitter, play games, chat, check your e-mail, or anything else personal and not related to class work. I find this to be extremely rude because they are cutting into class activities. Inappropriate use of technology may result in my asking you to leave class, resulting in an absence for the day.

Cell phones, iPads, iPods, etc.: A ringing cell phone during class time is extremely disrespectful and disruptive. Please disable all electronic devices BEFORE class begins – whether it be switched off, silenced, or switched to vibrate mode. Do not text or answer phone calls during class. If it is necessary for you to take a call during class on a particular day, come and speak to me before class and I will excuse you as needed. If I see you with your cell phone out during class, I will ask you to leave class, resulting in an absence for the 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.

**University Rule: 13.02.99.C3.01 Procedure for Academic Misconduct Cases**

Disciplinary action for academic misconduct is first the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic misconduct and with giving appropriate sanction to any student involved. The faculty member must file a record (an Academic Misconduct Incident Form) for each case of academic misconduct, along with any materials involved. Any student who has been penalized for academic misconduct has the right to appeal the judgment or the penalty assessed, unless the student chooses not to sign the Academic Misconduct Incident Form within the time constraints indicated below. (Further details are available the University website: [http://www.tamuuc.edu/provost/university_rules/index.html](http://www.tamuuc.edu/provost/university_rules/index.html), or from the Division of Student Affairs at 825-2612.

Plagiarism includes:

1. using the work of another as your own,
2. downloading or purchasing ready-made essays off the web and using them as your own,
3. using resource materials without correct documentation,
4. 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 me or the Writing Center for help on correct use of sources, how to paraphrase, and how to document correctly.

**Academic Dishonesty**

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), and abuse of academic materials (the intentional destruction of resource materials).

**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 Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Provisional Course Outline (subject to change; always check Wiki for latest class plans)**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Introductions; Syllabus; Assign P1 readings</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Introduce P1; Assign P1 readings</td>
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<tr>
<td>Week 3</td>
<td>Rough drafts of P1 due; Peer review; Conferences</td>
</tr>
<tr>
<td>Week 4</td>
<td>Project 1 due; P2 introduction; Assign P2 readings</td>
</tr>
<tr>
<td>Week 5</td>
<td>P2 readings/activities</td>
</tr>
<tr>
<td>Week 6</td>
<td>P2 draft; Peer review;</td>
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<tr>
<td>Week 7</td>
<td>P2 conferencing; P3 introduction</td>
</tr>
<tr>
<td>Week 8</td>
<td>P2 due; Assign P3 readings; Research &amp; two annotated sources</td>
</tr>
<tr>
<td>Week 9</td>
<td>P3 draft 1; Peer review; Credibility of sources; Portfolio 1</td>
</tr>
<tr>
<td>Week 10</td>
<td>Draft 2 of P3; Peer review; P3 conferences</td>
</tr>
<tr>
<td>Week 11</td>
<td>P3 due; Drop Date (Friday, Nov. 2); P4 introduction; CARS model; Assign P4 readings; Interview Questions</td>
</tr>
<tr>
<td>Week 12</td>
<td>Assign P4 readings; P4 draft and peer review</td>
</tr>
<tr>
<td>Week 13</td>
<td>FYC practice; P4 conferences</td>
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<tr>
<td>Week 14</td>
<td>FYC practice; Thanksgiving</td>
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<tr>
<td>Week 15</td>
<td>First-Year Celebration (Thursday, Nov. 29); P4 due</td>
</tr>
<tr>
<td>Week 16</td>
<td>Portfolio 2</td>
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