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Office Hours: M: 2:00-3:00 pm, T: 9:00-9:20 am and 11:50am-12:30pm (in IH 157), W: 2:00-3:00 pm, R: 8:50-9:20 am and 1:30-2:00 pm, and by appointment

Class: ENGL 1301.540, Composition I MWF 11-11:50 am, CCH 230  
ENGL 1301.543, Composition I MWF 12-12:50 pm, CCH 230  
ENGL 1301.542, Composition I MWF 1-1:50 pm, CCH 230

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, 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

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 at least $1 in your account to print on campus.
- Pen and paper (old school, I know, but humor me)
Grade Distribution (dates, nature of assignments, assignment weight)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date Due</th>
<th>% course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Participation/Homework</td>
<td>Daily</td>
<td>20%</td>
</tr>
<tr>
<td>Essays</td>
<td>Varied</td>
<td>50%</td>
</tr>
<tr>
<td>Midterm Portfolio</td>
<td>10/12</td>
<td>10%</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>11/28</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
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**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. **Please note that we will be utilizing MLA guidelines for all writing assignments.**

**First 8 weeks**
Readings from Chapters 1-4 will be used during the first 8 weeks before the midterm portfolio. The first half of the semester will focus on getting students to examine how their own personal histories (past writing/reading experiences as well as community involvements) have influenced their writing today. Further, this will get them to reshape their own writing strategies and methods. There will be 2 major writing assignments in this section, along with “feeder assignments” that lead up to the major essays.

**Second 8 weeks**
During the second half of the semester, students will focus their energy toward understanding research and the research process in order to help situate them within academic discourse. They will examine how texts communicate ideas and authors obtain authority. They will be given 2 major writing assignments during this half.

**In-Class Participation/Homework**
Being present and engaged during class every day is vital to success in this course. In order to be fully engaged, the assigned homework and in-class work must be completed. Please note that if a student is present in class but is not able to participate because required work was not completed beforehand, the student will not earn credit for the day. **No late daily/homework assignments will be eligible to earn credit. Students will be expected to maintain a professional/academic demeanor at all times in the classroom.**

**Policies**

**Late Work**
Major Writing Assignments and Portfolios can be submitted late; there will be, however, a penalty of half a letter grade per calendar day. Should a situation arise that leaves a student in need of an extension for a major writing assignment, the extension must be asked for in person at least 24 hours before the submission deadline.
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.tamucc.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 andVeterans
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 in CCH 116 and 119.

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.

**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. **November 2nd** is the last day to drop a class with an automatic grade of “W” this term.

**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**

**Week 1** Class Introductions & What Is Literacy?
**Week 2** Literacy Sponsors; Introduce Literacy Narrative
**Week 3** Planning, Organizing, Drafting
**Week 4** In-class peer review; Literacy Autobiography due 9/14
**Week 5** Introduce Midterm Portfolio; Introduce Research Proposal
**Week 6** Research techniques; Discuss MLA; Rhetorical analysis of sources/arguments;
**Week 7** Peer-review; Research Proposal due 10/5
**Week 8** Introduce Annotated Bibliography and Researched Essay; Midterm Portfolio due 10/12
**Week 9** Analyzing credible sources; Bibliographies; collecting data
**Week 10** Annotated Bibliography Workshop
**Week 11**
**Week 12** Annotated Bibliography due 11/9
**Week 13** Peer-review
**Week 14** Thanksgiving Break 11/22-23
**Week 15** First-Year Celebration (Wednesday-Thursday, 11/28-29); Final Portfolio Due
**Week 16** Researched Essay Due 12/3; Last Day of Class