

San José State University
Department of English & Comparative Literature
English 1A: First-Year Writing
Sections 52 & 61, 63 FALL 2021

Instructor:	Au-Co Tran
Telephone:	Message me through Canvas
Email:	au-co.tran@sjsu.edu , but message me through Canvas or Discord. Emails may get buried under other emails. Canvas & Discord are just for students.
Class Days & Time	M/W 10:45am - 12:00pm, 4:00pm - 5:15pm, 5:45pm - 7:00pm Zoom & Discord info can be found on Canvas
Office Hours (on Zoom only):	T/Th, 1pm to 2pm and by appointment Zoom info can be found on Canvas Note: the responsibility to reach out when you need help or don't understand something is on you . Therefore, you are encouraged to come to office hours (on Zoom) if you need clarification or extra help. If those times don't work for you, let me know and we can work something out.
Prerequisite:	Directed Self-Placement
GE/SJSU Studies Category	GE Area A2 Written Communication I (Note: Students must receive a C- or higher to pass the course)

This syllabus is a live document, so if you download or print it out, make sure to check back with this link often in case there are any changes.

Course Description

This is a fully in-person course. The Department of English does not require faculty to record classes for students who are unable to attend classes taught in person.

English 1A Course Description

English 1A is an introductory writing course that will help you understand the writing process and the goals, dynamics, and genres of written communication. Through interpretation and analysis of texts, you will learn to think clearly and write effectively as you give form and coherence to complex ideas. You will explore writing for various audiences and rhetorical situations.

ENGL 1A Learning Outcomes (GELO)

Upon successful completion of the course, you will be able to

1. read actively and rhetorically;
2. perform the essential steps in the writing process (prewriting, organizing, composing, revising, and editing) and demonstrate an awareness of said performance;
3. articulate an awareness of and write according to the rhetorical features of texts, such as purpose, audience, context, and rhetorical appeals;
4. integrate your ideas and those of others by explaining, analyzing, developing, and criticizing ideas effectively in several genres;

5. demonstrate college-level language use, clarity, and grammatical proficiency in writing.

ENGL 1A Course Content

Diversity: SJSU studies include an emphasis on diversity. You will engage in integrated reading and writing assignments to construct your own arguments on complex issues that generate meaningful public debate. Readings for the course will include writers of different genders and from different socio-economic classes.

Writing: Writing assignments will give you repeated practice in all phases of the writing process: prewriting, organizing, writing, revising, and editing. This class requires a minimum of 8000 words, at least 4000 of which must be in revised final draft form. Because in-class writing is valued and you should be able to perform well in timed writing situations, at least one essay will be written in class. In addition, ENGL 1A classes require multiple out-of-class essays.

Reading: In addition to being an intensive writing course, ENGL 1A is also a reading course. Reading is a crucial component of the class, as one must read effective writing to become an effective writer. During the semester, you will read a variety of rhetorical and professional works on the art and craft of persuasive language.

Multimodal: You will be presenting your arguments orally to class both as an individual and as part of a group.

ENGL 1A Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Required Materials

- No textbook required; all reading material can be found on Canvas.
- You are required to have an electronic device (laptop, desktop, tablet) with an internet connection. SJSU has a free [equipment loan](#) program available for students.
- Internet access: you're responsible for ensuring that you have access to reliable wi-fi for this class. If you're unable to access reliable wi-fi, you must let me know as soon as possible. See [Learn Anywhere](#) website for wi-fi options on campus.
- The Canvas app on your phone: all announcements, grades, assignments will be posted on Canvas. For example, if I change a deadline for an assignment, you'd want to know and the only way you can be sure you'd find out will be through a Canvas notification on your phone.
- Zoom: our office hours for this class will all be conducted on Zoom.

Faculty Web Page and Canvas Messaging

Canvas will be the most important tool for this course. All your course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the course Canvas page. You are responsible for regularly checking with the messaging and announcement system through MySJSU and Canvas to learn of any updates. (I highly encourage you to download the Canvas Student app and turn on notifications so you don't miss updates.)

Please familiarize yourself with the system so that you can turn in assignments on time. "I didn't see that assignment," "I don't know how it works," and, "It was only one minute late and it wouldn't let me submit the assignment!" are not acceptable excuses.

Contacting Me

Contact me through Canvas. Ask questions well ahead of when you would like a response (24-48 hours before), and keep in mind that 1) I will not see your desperate 2:00 am message, and 2) I am generally unavailable over the weekends except to post updates. Additionally, remember that I am your instructor, not your Facebook friend, so your language should be appropriate and professional.

Discord: Additionally, I encourage you to ask general questions to the whole class on Discord. Most of the time, you'll find that you won't be the only one with that question. Collective discussion can help supplement information and develop ideas. All Discord info will be posted on Canvas.

Course Format, Requirements and Assignments

UNIT	PROJECT NAME	GELO	WORD COUNT	POINTS
1	PROFILE	1, 2, 3, 4, 5	1000	100
	SELF-EVALUATION	3, 4, 5	500	5
2	OPEN LETTER	1, 2, 3, 4, 5	1000	100
	SELF-EVALUATION	3, 4, 5	500	5
3	ETHNO INSTRUCTIONAL MANUAL	1, 2, 3, 4, 5	1500	150
	SELF-EVALUATION	3, 4, 5	500	5
1-3	ANNOTATED BIBLIO.	1, 2, 3, 4	500	15
1-3	PEER REVIEWS	1, 2, 3	///	20
1-3	ACTIVITIES	1, 2, 3, 4	500	30
1-3	WEEKLY WARM-UPS	1, 2, 3, 4, 5	1000	20
1-3	PARTICIPATION	3, 4	///	15
///	PORTFOLIO	1, 2, 3, 4, 5	1000	15
Total		///	8000	480

Assignments

Course instruction includes reflective writing, reading discussions, peer review, group work and presentations during class meeting times. You will be assigned weekly assignments to do outside of class (3-6 hours per week) that includes reading, writing, research and layout projects.

Weekly Bulletins: Every Sunday, I will post relevant information pertaining to that week's material such as reminders, articles, Google docs, notes. It is your responsibility to check those Sunday announcements before asking me any questions; most likely, the answer could be found there.

Assignment Format: All assignments should be typed in 12-point font, one-inch margins, in Times New Roman font, and MLA format. Improperly formatted papers will lose points.

Formatting Resource: Owl Purdue Online Writing Lab
(<https://owl.english.purdue.edu/owl/resource/747/01/>)

Major Assignments

1. **Profile:** You will write a profile on a person of your choice.
 - a. *Project objective:* You must showcase your knowledge of a subject by focusing on specific details through well-researched evidence and specific examples using an objective voice.
2. **Unit 2 - Open Letter:** You will write an open letter to a specific audience about a specific topic
 - a. *Project objective:* You must show your ability to think critically about your target audience and what information & rhetorical strategies are necessary for that particular audience.
3. **Unit 3 - Ethnography Instructional Manual:** This project is a culmination of the earlier projects in this class arranged in the form of an informative presentation & instructional manual.
 - a. *Project objective:* You must demonstrate an ability to break down a specific topic and explain it to an uninformed audience by establishing your authority, credibility & expertise on the topic.

Note on word count requirement: Specified word count requirements are final. I give you a leeway of 100 words above or below. More than that and you will lose points.

Minor Assignments

Weekly Warm-Ups: Your responses to these assignments are meant to help you brainstorm and build up for the unit's project. You are given time in class to complete the assignment and will have until 11:59pm of that day to complete it. Any later will not be accepted.

Activities: Activities will be done during our class sessions, most often in groups with classmates

Peer Review: For your first two projects, you will be given time to read your peers' work, as well as have them read yours. If you have not submitted your rough draft by the start of the Peer Review day, **that is a zero**. If you do not show up to the meeting on the day of the Peer Review, **that is also a zero**.

Rough Drafts: I *do not* read your rough drafts. That's what your peer reviews are for. If you want me to look at your rough draft. Make an appointment to discuss your draft with me at least two weeks before the final deadline. The draft you send me should be complete. And you must include specific questions you want me to take a look at. Otherwise, if you do not need me to look at your rough draft or have general questions/confusion about the project, you can drop by my office hours at any time or make an appointment with me.

Participation: You will be expected to speak up at least once during the week. I will be keeping a record of this and giving points accordingly.

Conferences: This is an opportunity for me to check in on your progress for that project and for you to ask me any questions you may have.

No extra credit will be offered in this class.

Grading Policy

For essays: I generally read assignments by looking at three things: Content (thesis, specific evidence, support, etc), Organization (how your ideas are arranged, clear intro?, clear conclusion?), and Language. For each assignment, you will get a rubric specific to that assignment.

An “A” essay is organized and well-developed, demonstrating a clear understanding and fulfillment of the assignment, written in a unique and compelling voice. It will show the student’s ability to use language effectively with a solid command of grammar, mechanics, and usage.

A “B” essay demonstrates competence in the same categories as an “A” essay, but it may show slight weakness in one of these areas. It will respond to the topic suitably and may contain some grammatical, mechanical or usage errors.

A “C” essay will complete the requirements of the assignment, but it will show weaknesses in fundamentals, such as development. It may show weakness in mastery of grammar, mechanics, usage, or voice.

A “D” essay will neglect to meet all the requirements of the assignment or may be superficial in its treatment of the topic. It may lack development or fail to stay on topic. It may contain grammatical, mechanical, and/or usage errors that interfere with reader comprehension.

An “F” essay does not fulfill the requirements of the assignment

Essays & Course Grades					
Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	100-96	A	95-93	A-	92-90
B+	89-86	B	85-83	B-	82-80
C+	79-76	C	75-73	C-	72-70
D	69-60	F	59 or lower		

I use conventional rounding methods when determining percentages. 0.1 to 0.4 means I round down. 0.5 to 0.9 means I round up.

I do not round up whole percentages. For example, if your total percentage at the end of the semester is 89.2%, that rounds down to 89%, which is a B+. The grade you received should be the grade you earned (barring any calculation errors). Do not message me at the end of the semester to ask me to round up to an A-. The answer will be no. Do not do this especially when you open your request with, “I know you said on the syllabus that...” You already know the answer since you’ve read the syllabus.

Attendance grade. Canvas will show your grade for attendance. Disregard that. It’s not included in your overall grade.

If you have any questions about your grade for an assignment, **you have two weeks from the date the grade is posted to make an appointment with me to ask about it.** (Canvas always notifies you when your grades are posted, along with any comments. That's why you should have the Canvas app on your phone.) Any later, and it's too late. Do not ask me at the end of the semester about an assignment from the beginning of the semester. Exceptions for this will be for your final project and final scores because I have about two weeks after the final meeting to get your grades in. So for that, you have **one week** to ask me.

Submissions: I grade the assignment I get at the time of submission. You can resubmit, but if I've already given you a grade, that grade is the final one. You cannot resubmit just because you do not like the grade you received.

Keep in mind, you need a C or higher to pass this class. Any lower and you have to retake it. If you are a senior, this will affect your graduation plans.

Course Protocol

Note: If there's anything that 2020 has taught us so far, it's that life happens. You are in college, so your academics should take priority. However, I understand that sometimes putting your studies first can be nearly impossible. Therefore, for larger assignments, I will work with you as the problems arise to help you keep up, but I will not excuse you from those assignments.

Submissions: **I will only accept submissions on Canvas.** No email. No sharing via Google. If I do not receive a submission from you on Canvas before the deadline, **that is a zero.** It is your responsibility to make sure your submission went through. (If you are unsure whether or not your submission went through, you can leave a comment with your submission and I will check.)

Keep in mind, it is not my responsibility to seek you out and remind you to submit on Canvas. Excuses like "I wrote my response in my notebook but I forgot to type it up and submit it on Canvas" or sending me your Google doc history will not be acceptable excuses. **So, once again: if I do not have a submission from you ON CANVAS, that is a zero.**

Late Policy: All assignments are due at 11:59 p.m. on the day of the deadline, unless stated otherwise. Late weekly Warm-ups and Activities will not be accepted. Late work for Peer Review will be accessed case by case. If you are not present for a presentation, that is a zero. For major assignments, you will lose 10 points from your overall grade every day it is late for two days. After that, it is a zero. *Requests for extensions will be treated case-by-case.*

Presentations: You always know in advance when you are expected to have a presentation/interview. If you ask to switch within two days of your assigned presentation day, that is an automatic 50% off of your grade for that portion.

Participation: *What qualifies as participation:* showing up to our meetings; asking good questions; listening carefully and courteously to both me—your instructor—and your fellow classmates; having something to contribute to the class discussions about assigned texts; sharing the floor; coming prepared with required materials and assignments.

Attendance: You are expected to show up every day we have a meeting and participate. Any assignments/activities given during those meetings cannot be made up if you miss the meeting. If you know you will miss a class ahead of time) it is your responsibility to contact a classmate for notes, assignments, etc. Do not contact me and ask what you missed—the full list of readings is available to you in this syllabus and on Canvas.

Food: Have you seen [this story](#) about the meatball sub? We're in front of our laptops most of the time now, which makes it tempting to snack or eat meals as we do our work, but keep Samantha Lee's

example in mind and plan accordingly! If you must snack during our scheduled Zoom meetings, that's fine, but remember to mute yourself if it's an extra crunchy snack.

Consideration: We will discuss some topics and view some material which may be considered controversial. Remember that this classroom is a safe place to explore ideas, and make sure that you, personally, are doing your part to make sure that the classroom continues to be a safe place where we respect each other. When reviewing other students' work or responding to other students' comments, remember that your purpose here is to help fellow classmates become better writers (and to let them help you!). Do not take cheap shots at anyone in class.

Accommodations/Assistive Tech: If you need any special accommodations or assistance in technology due to a disability, you should contact the Accessible Education Center (AEC), and me.

University Policies

SJSU's Office of Graduate and Undergraduate Programs maintains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. You may find all syllabus related University Policies and resources information listed on GUP's Syllabus Information Web Page at <http://www.sjsu.edu/gup/syllabusinfo/>.

Academic Integrity

All lectures and course materials distributed in this course (including slides, presentations, tests, outlines, handouts, and similar materials) are protected by copyright law (Title 17, U.S. Code). *I am the exclusive owner of copyright in all materials created for the purpose of this class.* For students enrolled in this course, I encourage you to take notes and make use of course materials for **your own educational purposes**, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) do not, nor knowingly allow others, to copy, reproduce, re-publish, upload, post, share, or distribute lecture notes or course materials in any way **without my expressed written consent**. **This includes providing materials to commercial material suppliers such as CourseHero and other similar services.**

The University Academic Integrity Policy S07-2 at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. You can find the Student Conduct and Ethical Development policy at the following address – <http://www.sjsu.edu/studentconduct/>.

Plagiarism – We have ZERO tolerance for academic dishonesty. Cheating on exams or plagiarizing the work of others will result in a failing grade and sanctions by SJSU. For DSGN 100W each student this means that you are expected to write all assignments in their own words and give proper credit to ideas that were borrowed from others in footnotes and bibliographies. You are fully accountable for understanding plagiarism policies. To learn more about what plagiarism is and how to avoid it, go to the following website: <http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>

The SJSU Catalog defines plagiarism as follows:

1.2.1 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements.

Plagiarism at SJSU includes but is not limited to: 1.2.2 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work,

and

1.2.3 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own. (see <http://info.sjsu.edu/static/catalog/policies.html> - Student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Student Writing Resources

You cannot do your best writing all alone, so reach out to the SJSU Writing Center for help. They are staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. Email the Writing Center staff at <http://www.sjsu.edu/writingcenter/about/staff/>.

Student Technology Resources

You will need a computer, tablet or smartphone and the internet to access the Canvas site. All students should have their own computer with the required software (Adobe CS, Solidworks, MS Office). If you need equipment, check out: <https://www.sjsu.edu/it/services/academic-tech/equipment-loaning/index.php>.

Adobe Creative Suite licenses are available through the SJSU Adobe software program for faculty, staff, and students. Adobe Creative Suite 6 Design and Web Premium are available via download at <http://its.sjsu.edu/services/adobe/> (Photoshop CS6 Extended, Illustrator CS6, InDesign CS6, Dreamweaver CS6, Flash® Professional CS6, Fireworks® CS6, Acrobat® X Pro, Bridge CS6, Media Encoder CS6.)

Additionally, you might find canva.com helpful as a resource. Create a free account to use all of their graphic design templates and resources.

[Wordpress.com](http://wordpress.com) and [Wix.com](http://wix.com) are two free website building tools. Wordpress is open-source and more customizable, while Wix is template based but easier to navigate.

Library Liaison

Peggy Cabrera, Librarian for English Department
 Email: Peggy.Cabrera@sjsu.edu
 Phone: 408-808-2034

Please refer to the Syllabus Contract once you are done reading through this.

Course Schedule

Note: The schedule is subject to change with fair notice in class or via Canvas.

All assignments are due on Canvas by 11:59 on the due date. **NO SUBMISSION = ZERO**

WEEK	DATE	MONDAY	DATE	WEDNESDAY	UNIT
1	8/23	<ul style="list-style-type: none"> Introduction: Getting to know you Syllabus Contract & Writing Questionnaire 	8/25	<ul style="list-style-type: none"> Introduce PROFILE PROJECT 	1
2	8/30	<ul style="list-style-type: none"> Read Week 2 Bulletin 	9/1	<ul style="list-style-type: none"> DUE: ANNOTATED BIB Q&A 	
3	9/6	-----VETERAN'S DAY - NO CLASS-----	9/8	<ul style="list-style-type: none"> Read Week 3 Bulletin DUE: PROFILE ROUGH DRAFT *BEFORE* CLASS Peer Review 	
4	9/13	<ul style="list-style-type: none"> Read Week 4 Bulletin NO WARM UP 	9/15	<ul style="list-style-type: none"> DUE: FINAL PROFILE DRAFT <ul style="list-style-type: none"> SELF-EVALUATION 	
5	9/20	<ul style="list-style-type: none"> Introduce OPEN LETTER PROJECT Read Week 5 Bulletin 	9/22	<ul style="list-style-type: none"> In-Class Discussion 	

6	9/27	<ul style="list-style-type: none"> Read Week 6 Bulletin 	9/29	<ul style="list-style-type: none"> DUE: ANNOTATED BIB Sign-up for conferences 	2
7	10/4	<ul style="list-style-type: none"> Read Week 7 Bulletin 	10/6	<ul style="list-style-type: none"> In-Class Discussion 	
8	10/11	<ul style="list-style-type: none"> DAY 1 CONFERENCES <ul style="list-style-type: none"> Note: only come this day if you are in Day 1 of conferences Read Week 8 Bulletin 	10/13	<ul style="list-style-type: none"> DAY 2 OF CONFERENCES <ul style="list-style-type: none"> Note: only come this day if you are in Day 2 of conferences 	
9	10/18	<ul style="list-style-type: none"> Read Week 9 Bulletin 	10/20	<ul style="list-style-type: none"> DUE: OPEN LETTER ROUGH DRAFT *BEFORE CLASS* Peer Review 	
10	10/25	<ul style="list-style-type: none"> Read Week 10 Bulletin Q&A NO WARM UP 	10/27	<ul style="list-style-type: none"> DUE: FINAL OPEN LETTER <ul style="list-style-type: none"> SELF-EVALUATION 	
11	11/1	<ul style="list-style-type: none"> Introduce ETHNO INSTRUCTIONAL MANUAL PROMPT Read Week 11 Bulletin 	11/3	<ul style="list-style-type: none"> Sign up for Conferences 	3
12	11/8	<ul style="list-style-type: none"> Read Week 12 Bulletin 	11/10	<ul style="list-style-type: none"> DUE: ANNOTATED BIB In-Class Discussion 	
13	11/15	<ul style="list-style-type: none"> DAY 1 CONFERENCES <ul style="list-style-type: none"> Note: only come this day if you are in Day 1 of conferences Read Week 13 Bulletin 	11/17	<ul style="list-style-type: none"> DAY 2 CONFERENCES <ul style="list-style-type: none"> Note: only come this day if you are in Day 2 of conferences 	
14	11/22	<ul style="list-style-type: none"> Read Week 14 Bulletin NO WARM UP 	11/24	-----THANKSGIVING - NO CLASS-----	
15	11/29	<ul style="list-style-type: none"> Read Week 15 Bulletin Last chance to ask any questions about the project NO WARM UP 	12/1	<ul style="list-style-type: none"> DUE *BEFORE* CLASS STARTS: WEBSITE LINK & WEBSITE TEXT ETHNO PRESENTATIONS GROUP #1 	
16	12/6	<ul style="list-style-type: none"> ETHNO PRESENTATIONS GROUP #2 			
	12/10	<ul style="list-style-type: none"> DUE: SELF-EVALUATION (We don't meet this day) 			