# First Year Writing

## ENGL 1A

Fall 2025   Sections 47, 48   In Person   3 Unit(s)   08/20/2025 to 12/08/2025   Modified 08/19/2025

My name is Jennifer Bean, and I am excited to be your instructor this semester. You may call me Jennifer or Ms. Bean. I've been teaching various subjects and age levels since 2008 when I graduated from Purdue University with my BA. Since then, I have earned my MA and gained experience teaching mathematics, business English, English for Speakers of Other Languages (TESOL), and university writing classes. I am passionate about education, and my goal is to help prepare you to write effectively.

# 👤 Contact Information

Instructor: Jennifer Bean

Office Location: FOB 224 or Zoom

Telephone: Not available via telephone

Email: Jennifer.bean@sjsu.edu

Office Hours: MW 1:45 pm- 2:45 pm Pacific Standard Time (and by appointment)

Class Days/Time: Monday & Wednesday Pacific Standard Time (3:00 pm - 4:45 pm)

Location: Clark Building 238

# 💻 Course Description and Requisites

English 1A is an introductory course that prepares students to join scholarly conversations across the university. Students develop reading skills, rhetorical sophistication, and writing styles that give form and coherence to complex ideas for various audiences, using a variety of genres. GE Area: A2

Prerequisite: Completion of Reflection on College Writing

Letter Graded

# ✳ Classroom Protocols

ENGL 1A Course Content

Diversity: SJSU is a diverse campus. As such, our course is designed to include an emphasis on a diverse range of voices and viewpoints. We will engage in integrated reading and writing assignments to construct our own arguments on complex issues that generate meaningful public discussions.

Writing: Writing is at the heart of our class. Our exploration of writing will allow us to prepare ourselves and each other for academic and real-world writing scenarios. Assignments give students repeated practice in all phases of the writing process: prewriting, organizing, writing, revising, and editing. Our class requires a minimum of 8000 words, at least 4000 of which must be in revised final draft form. More specific descriptions and instructions will be distributed for all major assignments in class.

Reading: There will be a substantial amount of reading for our class, some of which will come from texts I select (listed below) and some of which will be from sources you locate.

Final Experience: We will compile a portfolio at the end of the semester that includes selected examples of your writing produced for our class, as well as materials from your RCW Canvas course. We will talk more about the portfolio later in the semester.

Time Commitment

Success in ENGL 1A is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Final Examination or Evaluation

In ENGL 1A, our learning culminates in a digital Reflection and Portfolio Assignment. In this assignment, we will gather samples of our writing that demonstrate our learning; we will write a reflection essay that explains what we have learned, how we learned it, and how we will use it in future learning; and we will submit our portfolio for consideration to other people in the first-year writing program. This is our chance to identify and articulate what we've learned and what we'll take forward with us into future learning/writing experiences.

Faculty Web Page and MYSJSU Messaging
Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas Learning Management System course login website. You're responsible for regularly checking with the messaging system through MySJSU to learn of any updates. For help with using Canvas see Canvas Student Resources page.

Program Policies
First-Year Writing policies are listed at the following website: [https://www.sjsu.edu/english/frosh/program-policies.php (https://www.sjsu.edu/english/frosh/program-policies.php)](https://www.sjsu.edu/english/frosh/program-policies.php)

## Contracting your Instructor

To communicate with me, please email me directly at my SJSU email address (Jennifer.bean@sjsu.edu). I respond to emails within 72 hours, during the hours of 7 AM- 5 PM Monday through Friday Pacific Standard Time.

When you email me, mention your course number in the subject line (for example, "Question about 100WB- Section 2") and sign the message with your full name. I am teaching several different classes, and I need these two pieces of information to respond to your questions in a timely and accurate manner.

Please try to find the answer to your question yourself before contacting me. You will likely find the answer to many general course questions in the syllabus on Canvas. If you would like to speak with me via Zoom, join me during my office hours or contact me to set up an appointment.

## Absences

If you are absent from class, please make sure you study all the materials posted on Canvas under the day you are absent. You are still responsible for all material taught and all tasks assigned on days that you are absent. (Please note, some assignments are only available during class time and can't be made up.) I also recommend that you ask a classmate to borrow their notes so that you do not fall behind.

## Submitting Assignments on Canvas

For an assignment to be considered "submitted," it must be uploaded on Canvas following the directions below. Do not wait until the last minute to submit an assignment as uploads may take some time.

Assignments are due on the date and at the time indicated on Canvas. All times are in Pacific Standard Time.

All homework assignments and writing project drafts assignments ask for a Google Drive link. To successfully submit this work, you must submit the link on Canvas AND give me (jennifer.bean@sjsu.edu) permission to make comments on this document. Failure to ensure I can open and make comments on this link means that you did not submit your work.

Assignments will be graded as uploaded on Canvas. Blank, incorrect, or unreadable files (including ones in which I do not have permission to make comments) will receive no credit. To avoid this, click on "View Submission" after uploading your work to make sure you have submitted the correct file. Always do this!

You may re-submit assignments as many times as you would like before a deadline.

You are responsible for ensuring your work is free of plagiarism. When you submit work in PDF form (minus peer review forms), ensure Turnitin scores your work as either blue or green. No other scores are acceptable. If you have a different score from Turnitin, you should adjust your work and submit it again before the deadline. If you believe this score was an error, contact me immediately.

## Late Work

All work should be submitted on time. However, unexcused late work can still earn some credit with only 10% being marked down per day. (For example, if you earn 95% on an assignment but you submit it two days late, your grade will be 75% on this task.)

If there is a reason you can't meet a deadline, contact me BEFORE THE DEADLINE. It is possible that the penalty for submitting late work may be waived or modified. There is, however, no guarantee that that will be the case. Please note that extensions for the four major writing projects are limited to extraordinary circumstances and plan your schedule according to the calendar located at the end of this syllabus.

**Technology issues will not be accepted as an excuse for late work.** To avoid these issues, you should do the following:

- Have a backup plan in case of equipment failure. (You can rent laptops from the Martin Luther King Jr. Library.)
- Save back-up copies of all your coursework on Google Drive.
- After submitting an assignment on Canvas, review it to ensure that you uploaded the correct file. All assignments are graded as submitted.

If you experience technical difficulties and have issues submitting your work on Canvas, you are responsible for reaching out to the IT support department to obtain documentation of the issue.

Technology Requirements

During all class meetings on campus, you are also required to have access to some technology, such as a laptop or a tablet. As we will use online tools, such as a digital whiteboard, live during the class, you must have access to a laptop or tablet for participation purposes. We will also complete writing tasks during class, which you must type and submit online. Additionally, we will use Canvas, the SJSU Learning Management System, for instructional materials, activities, and assignments. Therefore, you will need regular access to the internet and technology for this class. If you need to borrow laptops, tablets, and other electronics, please contact Student Computing Services at https://library.sjsu.edu/student-computing-services

To produce and share your work, you will use Google Docs and enable viewers to comment on your work. If you need help to access these technologies, please contact the IT Service Desk at https://www.sjsu.edu/it/support/service-desk/index.php.

Plagiarism

San Jose State University defines plagiarism as 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. Please check out SJSU's policy in full at https://www.sjsu.edu/studentconduct/conduct-processes/academic-integrity.php

To avoid plagiarism, give credit to your sources in the following situations:

1.) Using someone else's direct words (use quotation marks and give the source).

"In the midst of Silicon Valley and all over the globe, SJSU engineers are designing and building high impact innovations, with a particular focus on challenges to global sustainability" (Wei, 2011).

The full reference will be in the back of the report, using APA format.

2.) Using someone else's ideas, in your words, that are not common knowledge.

Through the Global Technology Initiative at SJSU, 25 students are selected each year to travel for two weeks to India or China, all expenses paid by GTI. (College of Engineering, 2012). (Note this is not the exact words, so there are no quotation marks.)

The full reference and website will be in the back of the report, using APA format.

3.) Using specific statistics, graphics, drawings, etc. that are not yours.

4.) Using AI to generate ideas.

If needed, you may use language models and AI tools as a resource for generating ideas and inspiration, but you must never pass it off as your own work. Any use of language models or AI tools, like Chat GPT, must be properly cited and acknowledged, just as with any other source of information.

### The Use of Artificial intelligence (AI) and large language models

Please make sure you write the documents that you submit for class. Using AI tools, such as Chat GPT, to write your assignments for you falls under the definition of plagiarism and is not allowed. Assignments with plagiarism cannot be rewritten for credit. Additionally, your department chairperson will be notified, and academic sanctions will be applied. Please see SJSU's policy on academic dishonesty here.

Remember, plagiarism is a serious issue. When you submit work in PDF form, ensure Turnitin scores your work as either blue or green. No other scores are acceptable

# Program Information

### Welcome to this General Education course.

SJSU's General Education Program establishes a strong foundation of versatile skills, fosters curiosity about the world, promotes ethical judgment, and prepares students to engage and contribute responsibly and cooperatively in a multicultural, information-rich society. General education classes integrate areas of study and encourage progressively more complex and creative analysis, expression, and problem solving.

The General Education Program has three goals:

Goal 1: To develop students' core competencies for academic, personal, creative, and professional pursuits.
Goal 2: To enact the university's commitment to diversity, inclusion, and justice by ensuring that students have the knowledge and skills to serve and contribute to the well-being of local and global

communities and the environment.

**Goal 3:** To offer students integrated, multidisciplinary, and innovative study in which they pose challenging questions, address complex issues, and develop cooperative and creative responses.

More information about the General Education Program Learning Outcomes (PLOs) can be found on the [GE website (https://sjsu.edu/general-education/ge-requirements/overview/learning-outcomes.php)](https://sjsu.edu/general-education/ge-requirements/overview/learning-outcomes.php).

# 📊 Course Learning Outcomes (CLOs)

General Education Learning Outcomes (GELOs):

### GE Area A2: Written Communication

Written Communication I courses cultivate an understanding of the writing process and the goals, dynamics, and genres of written communication, with special attention to the nature of writing at the university. A grade of C- or better designates that a student has successfully oriented reading and writing practice in English to support college level research and learning and to share learning with C- or better is a CSU graduation requirement.

### GE Area A2 Learning Outcomes

Upon successful completion of an Area A2 course, students should be able to:

1. demonstrate knowledge and understanding of the content, context, effectiveness, and forms of written communication;
2. perform essential steps in the writing process (prewriting, organizing, composing, revising, and editing);
3. articulate an awareness of and write according to the rhetorical features of texts, such as purpose, audience, context, and rhetorical appeals;
4. integrate their ideas and those of others by synthesizing, explaining, analyzing, developing, and criticizing ideas effectively in several genres; and
5. demonstrate college-level language use, clarity, and grammatical abilities in writing.

**Writing Practice:** Students will write a minimum of 8000 words, at least 4000 of which must be in revised final draft form.

# 📘 Course Materials

[*You, Writing! A Guide to College Composition* (https://open.umn.edu/opentextbooks/textbooks/588)](https://open.umn.edu/opentextbooks/textbooks/588)by Glynn, Hallsten-Erickson, and Swing (free online)

[Writing Unleased (https://open.umn.edu/opentextbooks/textbooks/796)](https://open.umn.edu/opentextbooks/textbooks/796) by Priebe, Marman, and Anderson (free online)

# 📋 Course Requirements and Assignments

We will also be writing a lot in this course. Assignments will provide repeated practice in all phases of the writing process (prewriting, organizing, writing, revising, and editing). This class requires a minimum of 8,000 words, at least 4,000 of which must be in revised final draft form. More instructions will be posted on Canvas for all major assignments.

| Assignments | Word Counts | PLOs | Percentage of Final Grade |
|---|---|---|---|
| Writing Projects (3) | 4,000 | 1-5 | 50% in total |
| Final ePortfolio & Reflection | 500- 750 | 1,2, 4, 5 | 15% |
| In-class Tasks (IT) | 1,500 | 1, 2, 3 ,4 ,5 | 25% |
| Homework (HW) | 1,750 | 1 - 5 | 10% |

### In-class Tasks (IT)

You will engage in writing exercises in response to prompts given in class. You will also engage in peer reviewing activities. All in-class tasks will be assessed. In the event of an absence, there is NO opportunity to make up these tasks. However, I will drop your two lowest score in this category. (This is designed to help you in case you have an emergency and must miss up to two classes.)

### Writing Projects

There will be three writing projects this semester. These projects will have multiple steps(pre-writing, organizing, writing, revising, and editing) and will be written outside of class. Drafts of writing projects must be submitted with Google Drive links (with comment enabled). Final drafts must be submitted as PDF documents. All such assignments must be submitted through Canvas and adhere to MLA formatting and citation guidelines.

### Homework (HW)

Homework assignments are designed to help prepare you to succeed in this class. Generally, these assignments seek to reinforce the essential skills and knowledge that you will need to excel in these tasks.

Outside of quiz assignments, all other homework tasks will  be assessed using rubrics that are similar to the rubrics later used on the corresponding writing project. I will also add comments on your work, which is why you must share these  documents with me using Google Documents, enabling comments. These comments on are intended as helpful feedback to help you improve your skills and to better prepare you to excel on your writing projects.

### Final ePortfolio & Reflection

All first year writing students must submit a portfolio at the end of the semester that consists of a reflection and an annotated bibliography. The following elements are required:

1. You must write a self-reflection (500 - 600 words) in which you argue that you have developed an understanding of the class's learning goals and have developed strategies for working towards those goals.
2. You must create an annotated bibliography of your writing which includes evidence of your progress as a writer. This may include writing assignments you have done this semester alone with materials that support the arguments you made in the reflection.

# ✔ Grading Information

As a CSU graduation requirement, students must pass this course with a C- or better. All work should be submitted on time. Any unexcused late work will be graded down a full letter grade for every day it is late (See late work policy above). If there is a reason you can't meet a deadline, contact me BEFORE THE DEADLINE. It is possible that the penalty for submitting late work may be waived or modified. There is, however, no guarantee that that will be the case.

Requirements for each assignment will vary, but in all cases, grades will reflect the paper's effectiveness, which is broken down into three major areas: content (this includes maturity and sophistication of thought), organization, and expression. The following are the general criteria by which writing is typically evaluated in first year writing courses. More specific rubrics will be provided on Canvas.

An "A" writing assignment 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" writing assignment 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" writing assignment 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" writing assignment 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" writing assignment does not fulfill the requirements of the assignment.

| Grade | Percentage |
|-------|------------|
| A+    | 100 - 98   |

| | |
|---|---|
| A | 97 - 93 |
| A- | 92 - 90 |
| B+ | 89 - 88 |
| B | 87 - 83 |
| B- | 82 - 80 |
| C+ | 79 - 78 |
| C | 77 - 73 |
| C- | 72- 70 |
| D+ | 69- 68 |
| D | 67 - 63 |
| D- | 62- 60 |
| F | 59 and below |

# 🏛 University Policies

Per [University Policy S16-9 (PDF) (http://www.sjsu.edu/senate/docs/S16-9.pdf)](http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information (https://www.sjsu.edu/curriculum/courses/syllabus-info.php)](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) web page. Make sure to visit this page to review and be aware of these university policies and resources.