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**Academic Achievement – Fall 2017**

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| Mission: *Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.* | |
| **COURSE NUMBER AND TITLE** | ACAC0331 VC01 – Writing 2 |
| **TERM AND DATES** | Fall 2017 (August 21-November 4) |
| **OFFICE ADDRESS** | **Name: Mrs. Amy Miles, M.A. English** Wayland Baptist University  Virtual Campus |
| **PHONE** | 806-673-9210 |
| **E-MAIL ADDRESS** | [amy.miles@wbu.edu](mailto:amy.miles@wbu.edu) You can contact me at this email address day or night. I will generally check Blackboard and my email every day with possible exception of some Saturdays and Sundays. |
| **OFFICE HOURS** | **You can contact me during the following times:** Monday-Saturday: 8:00am-8:00pm |
| **CATALOG COURSE DESCRIPTION** | **ACAC 0331 Writing II -** developing essential college writing skills, complex sentences, and logically organized paragraphs and essays; improving grammar, mechanics, revising and proofreading. Required for students whose score on approved assessment tests is below minimum for entry in ENGL 1301. Three lecture hours and one lab hour per week. “C” or better with the Accuplacer score incorporated into course grade required to advance to ENGL 1301. |
| **REQUIRED RESOURCE MATERIALS** | **YOU MUST HAVE THESE RESOURCES THE FIRST DAY OF CLASS!!!**   * ***The New Mywrightinglab Stand Alone Access Card.* Pearson, 2016.**. * ***Wordsmith, A Guide to College Writing,* Sixth Edition by Pamela Arlov, Pearson, 2016** * \*You can purchase both the textbook and the code in one package   [here](http://www.amazon.com/Wordsmith-College-Writing-MyWritingLab-Pearson/dp/0133921131/ref=sr_1_3?s=books&ie=UTF8&qid=1442246546&sr=1-3&keywords=wordsmith+a+guide+to+college+writing+6th+edition) or [here](http://bookstore.wbu.edu/virtualcampus/).  ***In addition to the textbook and lab code given above, you will need the following:***  **• Access to a fully functioning computer with a functioning word processor.**  **• A WORKING WBU EMAIL ADDRESS!!!!**   * *All Virtual Campus students are required to have access to the Internet, an e-mail account, and access to a computer with Microsoft Word processing capability. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard and e-mail/e-mail attachment(s). Click on [this link](http://www.wbu.edu/current_students/student_email/) for help setting up your email address* |
| **Prerequisite:** | None |
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NOTE: This is **not** a correspondence course. You will be required to attend online sessions every week, and due dates are expected to be met every week. These due dates are **not** optional. You are responsible for reading this syllabus carefully and following the instructions within it. If you have any questions, please ask. By not asking, it is assumed that you understand the syllabus.

**COURSE REQUIREMENTS:** Because the university classroom is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances.

* **RESPECT**: Respect is absolutely necessary in this class. Internet bullying will result in dismissal from the class.
* **PROFESSIONALISM**: Any online interaction between students should be kept at a professional level. Do not use the discussion boards to post material that is unrelated to the week’s topic. Political or religious rants, personal soapbox-like speeches, and the like will not be tolerated.
* **PARTICIPATION:** Participation is required. The lack of participation will only hurt your grade. ***Participation, interest, and attendance will determine close grades***. As a general rule, you should login to Blackboard at least 3-5 times a week, if not more.
* **PREPAREDNESS:** This is a college class, and a college class that has been condensed into 11 weeks. We have much to accomplish in that time. I cannot wait for students to receive their books two or three weeks into class. It is expected that you purchase your books well in advance of the first day so that you are prepared to learn on the first day of class.
* **COMMUNICATION:** Communication is a must in this class. If you find yourself needing extended deadlines due to very serious and immediate personal situations, contact me immediately so that we can make a provision for your situation. Failure to contact me personally or failure to contact me weeks after your absence will result in a ZERO for those weeks. I do not want to be told, “Well, I am behind in the class because I had a heart attack three weeks ago,” or “Can I have an extension because I went to Hawaii last week, and now I am behind in your class.” First of all, you need to know whether or not I approve of your absence from the class (sometimes I don’t approve), and, second of all, we need to talk about what you need to do to make up those assignments.
* **Assignments**
  + All assignments will be due no later than **11:55 PM** CST on the day listed for them to be submitted ON THE COURSE OUTLINE. All assignments must be submitted to the instructor at the assigned time. Generally, overdue assignments will not be accepted. However, extreme circumstances which require some amount of accommodation will be determined by the instructor’s discretion. If you feel that you qualify for some accommodation in this manner, it is your responsibility to pursue missed assignments, not the instructor’s.
* **Grades:** Students may check his/her grades on Blackboard. These grades will *probably* be updated weekly.

**Student Learning Outcomes:** Upon completion of this course, students actively engaged in learning will be able to:

* Compose paragraphs with the use of consistency, sentence variety, and language awareness.
* Apply the various rhetorical modes used to develop paragraphs and essays.
* Utilize correct grammar, sentence mechanics, revising and proofreading skills

**ATTENDANCE POLICY:** Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner due to the nature of the course.

* Participation and attendance in this online course is determined by your submission of exercises, writing assignments, and discussion board posts during a week. You will be counted absent if you submit nothing (the exercises, the discussion board, or other assignments) during the week.
  + Students must have books, access to a working computer, and other supplies required for the course. If students do not have access to these tools, they will be awarded an absence for that week. (See the “Preparedness” discussion above.)
* If provisions are made with the instructor before your absence, it is possible that you will not be counted absent, BUT the provision must be made BEFORE the absence. If there is a situation of extreme emergency (like if you had a heart attack, not like if you got the flu), then it is understandable that you cannot make provisions before the absence. With issues that serious, the student and professor will need to talk about the student’s future within the class, as emergencies on that scale usually derail the student enough to require the student to drop the class altogether. What you should take away from this point is that communication is an ABSOLUTE necessity when absences are involved.
* Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
* Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
* The following is the breakdown of rewards and penalties for absences within this course:
* Penalty:
  + 1 absence: warning
  + 2 absences: Final grade reduced by one letter grade
  + 3 absences: ***F in course, effective immediately***
* Rewards:
  + 0 absences: **5 points added to final grade**
* Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

**ACADEMIC HONESTY:** University students are expected to conduct themselves according to 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, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

**DISABLED PERSONS**: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**EVALUATION: UNIVERSITY GRADING SYSTEM:**

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| A 90-100 Cr Credit  B 80-89 NCR No Credit  C 70-70 I Incomplete\*  D 60-69 W Withdrawal  F below 60 WP Withdrew Passing  WF Withdrew Failing X No grade given  IP In Progress | A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.  **\***A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term. |

**Course grading criteria:** All assignments are due as noted on course calendar. Assignments not completed on time will reflect a lowered grade of 10% deduction per day minimum. Late work will not be accepted after 7 calendar days.

**final grade for course will be based on the following**

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| Attendance And Class Participation | Required |
| Writing Lab | 15% |
| Weekly Grammar Exercises | 10% |
| Weekly Chapter/Review Exercises | 10% |
| Weekly Writing Exercises | 30% |
| Discussion Board Posts | 10% |
| The Final (WritePlacer) | 25% |

**Please note that your grade will be weighted, meaning that some grades count more than others. You will not come out with the correct grade for this course by averaging up your grade by giving equal values to each assignment. To clarify, some assignments are more important than others. For example, your weekly writing assignments alone count more than the grammar exercises, review exercises, and discussion board posts put together.**

NOTE: ALL DUE DATES ARE HIGHLIGHTED IN YELLOW

* **HOW THIS COURSE WILL WORK:** In thiscourse, you will have different weekly tabs on the course menu for each week’s worth of work. Contained within these tabs will be the lectures, announcements, assignments for each week, and anything else needed for the week. These are titled according to the week (“Week 1” “Week 2”, “Week 3” etc, and are on the course menu in Blackboard.
  + **As a special note, our weeks for this class run from Monday through Sunday.** I have found that this time table is the most effective for online classes. When I refer to “weeks” in this class, I am always referring to the week which runs from Monday through the following Sunday. The first week will have a different opening date and the final week will have a different closing date, so be prepared for that. Every other week will begin on Monday and end the following Sunday.
* **ANNOUNCMENTS**: The professor will post announcements on Blackboard at least once a week. You are responsible for reading these announcements and responding if necessary. Try to check the announcements for this course at least 3 times a week, if not more. Announcements will appear under the general announcements tab on Blackboard, within the Weekly Tabs, and they will also be sent via WBU email.
* **TEXTBOOK READING**: All assignments in this class are dependent upon the textbook. Be sure to read this material thoroughly.
* **DISCUSSION BOARDS:** Each week the professor will provide one discussion question on the Discussion Board which should be responded to by all students. The discussion board may relate to anything we are doing in the class, but it will definitely require you to think critically about writing and how to write.
  + ALL students are required to respond to this question each week. Each student **must** post at least **once** within the **first three days (**by **Wednesday at 11:55 pm CST)** that the discussion is available, and a second post in response to the other students’ comments must be posted no later than **Sunday at 11:55 pm CST** each week. Failure to participate will constitute a “0” for that week. The professor may or may not participate in the discussions. This is student discussion. Please keep in mind that your posts must be substantive and lengthy (at least 75 words)*.* Saying things like “I agree” and “I feel exactly the same way” are not substantive. You must add something substantive to the discussion in order for the post to count!
  + Discussion boards will be available from Monday of one week until the following Sunday (11:55 pm CST), and they will appear under the Weekly Tabs as well as under the Discussion Board tab.
  + Rules:
    - Because the university classroom is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances. Discussion and differing viewpoints are encouraged; however, attacks on other students are prohibited. A student will receive a “0” for the week if he/she attacks another student in discussion. No internet bullying!
    - All questions are important questions. There is no “dumb” question except a question that is not asked. Ask your questions!
    - Write in complete sentences, and check your spelling. Posts that resemble texting will be given a ZERO.
* **WRITING LAB:** Each student is required to complete computer-assisted instruction for THIS CLASS via mywritinglab.com. Instructions on how to buy access to [mywritinglab.com](http://www.mywritinglab.com) is given on the first page of this syllabus. **THIS PART OF THE CLASS IS NOT PART OF BLACKBOARD!** Mywritinglab.com is separate from Blackboard and only constitutes 15% of your overall grade.
  + In order to register your access code (which you should have bought from the university bookstore) at mywritinglab.com, go to the following website: <https://pearsonmylabandmastering.com/students/register/>. This process will require a course ID, which is TBA. This code will be given the first week of class.
  + The posted assignments are due on mywritinglab.com almost every week (except week 1). You will be graded based on the grades received on mywritinglab.com. These exercises should be completed by 11:55 PM CST on Sunday of their respective weeks.
* **GRAMMAR EXERCISES:** Grammar exercises from your textbook will be administered every week. They are due by 11:55 PM CST on Sundays . The exercises come straight from the textbook. The exercises which have been selected for completion from the textbook have been adapted.
  + **To facilitate the successful completion of these exercises, you should read the required reading from the textbook each week.**
  + The grammar exercises for the respective week will appear within the Weekly Tabs on Blackboard.
* **CHAPTER/REVIEW EXERCISES:** The chapter/review exercises portion of this class come from material within your textbook and will be administered every week. These are open-book exercises that allow you to demonstrate you competence concerning some of the available exercises throughout your reading. These exercises are due by 11:55 PM CST on Sundays of those weeks. The exercises come straight from the textbook.
  + **To facilitate the successful completion of these exercises, you should read the required reading from the textbook each week.**
  + The chapter/review exercises for the respective week will appear within the Weekly Tabs on Blackboard.
* **WRITING ASSIGNMENTS :** The weekly writing assignments come from exercises within Part 1 of your textbook and will be administered every week except during week 11. These writing assignments are due by each **Sunday at 11:55 p.m. CST** during the week they are due. You can find the instructions for these assignments and the place to submit them within the Weekly Tabs.
* **THE FINAL**: One major exam, the ACCUPLACER, will be required in this class , counts for 25% of your overall average, and it MUST be administered by a PROCTOR. Not only does the score you receive affect your average, but in order to proceed to ENG 1301, you MUST receive a minimum score of 5. Further instructions and details regarding the exam and obtaining a proctor will be provided within the course during the first few weeks.

**P** **lease note that you are responsible for all of the information listed in this syllabus. Students will be held liable for failure to meet requirements stated within the syllabus. It is not the responsibility of the professor to remind the student of information contained in the syllabus.**