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**Virtual Campus**

**School of Languages and Literature**

**UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# COURSE NUMBER & NAME:

ENGL 1302 – Composition and Reading

## TERM:

Spring I 2020

## INSTRUCTOR:

## Dr. Deborah Kuhlmann

## CONTACT INFORMATION:

Office phone: 409-599-1582 (only by agreed appointment time between student and prof and not after 9:00 p.m., thanks!)

WBU Email: kuhlmannd@wbu.edu (But once class has started, the best way to communicate with prof is via MESSAGES link in the Blackboard course itself.)

Main mode of communication for this course will be the MESSAGES that are on the homepage of the course in Blackboard, so always check that link for important updates, and do communicate with the Dr. K. there, as that is welcomed and you then expect a speedy reply.

## OFFICE HOURS, BUILDING & LOCATION:

Online, various times and by appointment.

M/T/W/TH 2:30-3: I will not necessarily be holding synchronous office hours, but I will be checking my **Messages on Blackboard daily**, which I would consider asynchronous virtual office hours to take your questions and provide you with important updates or reminders. That said, my “official,” if you will, virtual office hours when you can reach me by messages in Blackboard will most likely be every afternoon. If you felt it necessary for a phone chat, we can certainly arrange for that as well, but do message me first, so we can set a conference time that is convenient for both of us.

## COURSE MEETING TIME & LOCATION:

WBU’s Virtual Campus: [WBU Blackboard](http://wbu.blackboard.com/)

Online courses are all in Blackboard. Students should go to Blackboard and access the course **on or before the first class day and begin immediately**. All assignments for the entire session are in units with clear due dates, so that students can know from the first day what is required for the entire course and manage their time accordingly.

## CATALOG DESCRIPTION:

Readings from imaginative literature; the research paper and shorter critical and interpretive essays.

## PREREQUISITE:

ENGL 1301

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

## You will be able to link right to the e-book from the course in Blackboard.

1.) *The Norton Field Guide to Writing* by Bullock and Weinberg **ISBN 9780393655797**

**(9780393655797)**

2.) Access to additional resources necessary to complete and submit a college-level paper, such as a computer, back-up media, Blackboard, etc.

This course uses Inclusive Access, which means an electronic copy of the textbook is billed for the course as part of your tuition and fees for a **reduced** price. The textbook will be available to you beginning on the first day of class as a link in the course itself. The bookstore will send additional information about Inclusive Access and opting out during the first week of class, if you choose to do that.

* The Norton Introduction to Literature, Shorter 13th edition with updated MLA. Kelly J. Mays, editor. ISBN 9780393664928.
* Access to Blackboard and WBU e-mail along with access to a computer with internet are also required for successful completion of the course. Contact IT at (806) 291-3540 if you need assistance with passwords or technology access.

## COURSE OUTCOMES AND COMPETENCIES:

Upon the conclusion of this course, students actively engaged in learning will be able to:

1. Comprehend the importance of imaginative literature as it relates to other disciplines, the University’s liberal arts mission, and the world at large.
2. Discuss three major literary genres: short fiction, poetry, and drama.
3. Identify and analyze basic elements of literature.
4. Use and refine reading, research, and writing skills to support a clear point of view in regard to a piece of literature.
5. Demonstrate the ability to read critically and communicate persuasively.

The more the student puts into the course, the higher his or her outcome competencies will be.

## ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

\*\*Because this is an online course and because we will not regularly meet synchronously, your attendance for the course is largely dependent on your contribution to the discussion board’s topics and other participation grades. In keeping with the on-site attendance policy, failure to provide a full response for at least 75% of the discussion topics will result in an F for the course.\*\*

Online Students - 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.

1. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.

2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.

3. 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.

4. 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.

5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

You are expected to submit original work in this class. This means the work you submit for this class cannot be from another course. Further, plagiarism in this course will not be tolerated. Plagiarism is constituted as stealing words or ideas from another source and passing them as your own. Since this class specifically focuses on research, you should be especially conscious of attributing your sources. Students who plagiarize or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding plagiarism. (See Languages and Literature Policy on Plagiarism and Academic Dishonesty in Blackboard.)

## DISABILITY STATEMENT:

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.

**Grade Appeals:**

**“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, *or lowered* at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”**

**Incompletes:** A grade of “I” is given only in the case of a documented emergency provided that the student has been making satisfactory progress. An Incomplete Grade Contract must be completed. I strongly advise you to finish the course this semester. My experience has been that most students who receive incompletes never get around to finishing them. Be sure to check the university’s policy on incompletes. If the incomplete is not made up, the student receives an *F.*

**Course Structure and Deadlines:** The course is divided into units. All assignments within each unit have definite due dates, and the units have definite dates for completion. Some of the assignments have dates that are crucial because they involve other students and group discussion or peer feedback. If you are late on these assignments, you will receive *no credit.*  You have FIRM due dates on all assignments that must be adhered to. These dates must be followed because each unit will build on what has been done previously. You cannot expect to wait several weeks and then try to “catch up.” Once the “final accepted deadline” for an assignment or quiz has passed, you will not be able to submit it—the course settings will not allow it. Be careful that you do not wait until the last minute or even the last hours to submit assignments because you never know when the unexpected will happen.

## DUE DATES AND LATE PENALTIES:

Assignments are due by 11:59 p.m. (Central Time Zone) on the date posted. Be sure that your clock matches the clock in WBU’s Blackboard. All assignments must be submitted to the Blackboard site to receive a grade. These deadlines, like most things in life, are not negotiable.

## EXPECTATIONS, COMMUNICATION, & OTHER INFORMATION:

While the nature of an online course allows students to work at their own pace, you are expected to keep up with the course materials weekly. ***Please note, this is not a self-paced course*.** This means that you should keep up with the readings and assignments posted each week, and you are responsible for turning in any assignments by the posted due date. Students who get behind in the weekly requirements will likely not do well in the course. Remember, also, that your attendance for the course is measured by your participation in the discussion board. Announcements and important information will be posted in **MESSAGES** on the Blackboard site. Be sure to check the site often.

In an effort to accommodate the schedules and preferences of online students, all major assignments are due on Saturdays. However, although the assignments are due on Saturday, this does not mean you should wait until the end of the week to think about them, particularly if you need help from me. I am happy to answer questions about assignments.

It is strongly recommend you use Multidisciplinary Tutorial Services (formerly the Writing Center). There’s a link available in our Blackboard course. Be aware, too, that using the Multidisciplinary Tutorial Services resources likewise requires that you plan ahead for your assignments and your assignment questions. A successful student likely does not wait until Sunday night to begin the week’s work.

If ever you have a major life event that will affect your participation in the course, it’s imperative that you communicate with me as soon as possible. I try to work with students as best as I can, but I can be more flexible and gracious if you tell me in advance **rather than after the fact.** In an online course, communication is *key*. As I mention above, I cannot help you if I do not know you’re struggling. That said, like most of my students, I realize you probably work full time, have a family, and juggle other courses and commitments. If life’s current restraints mean you cannot fully concentrate on the course’s requirements, then you might consider taking the course at another point in your studies.

## COURSE REQUIREMENTS and GRADING CRITERIA:

More specific descriptions of the course requirements will be made available in course modules on the WBU Blackboard site: [WBU Blackboard](http://wbu.blackboard.com/). However, the assignments and weights are posted below.

**Quizzes, Activities, Discussion and Peer Reviews:** Each student is responsible for reading, studying, and completing the assigned work.

**Written Assignments:** Extended paragraphs or short essays paragraphs will be completed that may contribute tp one researched essay at the end of the term.

**Quizzes:** All quizzes are open book. You will have only one chance on the quizzes, so do not open a quiz until you are really ready to take it. There may be time limits on the quizzes, so once you begin to take a quiz, you should know that you may not be able to back out and try again later.

**Discussions:** Each discussion should be posted to the appropriate topic area and thread.

**Grade Assessment:** Again, you will write several mini-essays that can contribute to one major paper. In addition to the discussion assignments, you may have other brief writing assignments, the kind of occasional “activity assignment” that does not fall neatly into any other category, and unit quizzes on all of the units. Each assignment has a point value, which you can find in the unit overviews of assignments. Each assignment includes an explanation of what is expected from you. If you have any questions, please contact Dr. K.

**Your grades in this course will be determined by the total points you earned on the assignments, discussions and quizzes. Final Grade:**900 - 1000 A

800 - 899 B

700 - 799 C

600 - 699 D

599 F

**Important To Know for Your Success: This Is Not a Self-Paced Class**

Time management is always your key to success. LATE assignments will not be accepted. Deadlines are firm, and your responsibility to yourself as an online student is to stay up with those due dates. Be proactive, be on top of your assignments, and be successful.

**Time Zones:** Moreover, please know that due dates are set for Central Standard Time. If you are outside that time zone, it is up to you to make the correction accordingly. Many online students are located literally around the world, so the best plan is for you to manage your own time zone, making your deadlines for assignments compatible with Central Standard Time.

**Communication:** Use and check **MESSAGES on Blackboard daily**. This is a much better system than using your Wayland email, at least for our class. It is, in fact, critical to your success in this class that you go as soon as possible to our class on Blackboard and check your messages there, then let Dr. K. know you are “in” the course and then continue, again, to check the MESSAGES on Blackboard every day. Not only will you receive plenty of help and “tips for success” on a regular basis this way, but this will be the best place for you to communicate with Dr. K. Always be proactive about communicating with your instructor.

**Specific Discussion Board Topics to Notice:**

**Students Asking Instructor** is where you should post a question that you think the entire class may want answered.

**Students Asking** Students is where you can post questions asking your classmates for help. An example may be, “I am having trouble deciding on a topic for my essay. Any suggestions?” Other students in the class may be able to answer. This is also an option if you want a really fast response because one of your classmates may see the question before I do. Please DO NOT use this board as a place to have individual discussions with other members of your group. That should be done through chat or individual messages on the message board.

**How to Navigate English 1301 Online: First class day, you should go to Blackboard and access the course immediately.**

The course has been organized so that you can get the most information with the fewest clicks possible. But, be sure you explore the entire course in the beginning so that you know where all assignments and supplemental aids are located throughout the course. And always, if you have questions, ask. True, **“Course Content”** is where you will find the essential units for the course, but the course menu and all other links hold valuable information with which you need to make yourself familiar in order to increase your chances for the success you want.

**A Word on Files:** All files or attachments should be saved as either "doc" or "docx" files. Do not use "wps," the old wordperfect, as those files cannot be read by anyone, so for sure, you do not want to use them. As well, do not use

## TENTATIVE SCHEDULE

The schedule below is a tentative outline for the term. The schedule and assignments that appear below are subject to change before the term begins. Even after the beginning of the term, this schedule will be subject to change with advance notification, of course.

See **Overview of Assignments** below as well as within each unit:

**Remember, it is the student’s responsibility to keep up with due dates for his/her success!**

**Unit 1 (January 11 – January 23)**

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| **Assignment** | **Due Date** | **Point Value** |
|   **Short Paper on Conflicts and Character in a Work of Fiction** (**must be submitted correctly in Unit 1 where it says "Submit Short Paper on a Work of Fiction Here"**). | **Sat., Jan. 23 @ 11:55 PM CST** | 200 |
|   Unit 1: Discussion 2 Peer Review of Short Paper on CONFLICTS and CHARACTER: |   |   |
|   1.)  Rough Draft due | Sat., Jan. 16 @ 11:55 PM CST | 20 |
|   2.)  Peer Review due | Sat., Jan. 16 @ 11:55 PM CST | 20 |
|   3.)  Responses to other postings | Sat., Jan. 16 @ 11:55 PM CST | 10 |
|   Unit 1 Quiz  Unit 1: Discussion 1: THEME   | **Sat., Jan. 16 @ 11:55 PM CST****Sat., Jan. 16 @ 11:55 PM CST** | 10050 |
| **Total points possible for Unit 1** |   | **400** |

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**Unit 2 (January 25 – January 30)**

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| --- | --- | --- |
| **Assignment** | **Due Date (FIRM)** | **Points toward Final Grade** |
| Quiz 2Discussion 2 | Sat.  Jan. 30 @ 11:55 P.M. CSTSat. Jan. 30 @ 11:55 P.M. CST |  5050 |
| Discussion for Unit 2 Discussion 2             |  |  100 |

**Unit 3 (February 1 – February 6)**

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| **Assignment** | **Due Date (FIRM)** | **Points toward Final Grade** |
| Quiz 3Discussion 3 | Sat. Feb. 6 @ 11:55 P.M. CSTSat. Feb. 6 @ 11:55 P.M. CST |  5050 |
|  |  |  100 |

**Unit 4 (February 8 – February 27)**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
| **Final Research Paper** | **Sat., Feb. 27 @ 11: 55 P.M.** | 200  |
| Discussion 1: Thesis + responses | Sat., Feb. 13 @ 11:55 P.M. | 25 |
| Discussion 2: Bibliography + responses | Sat., Feb. 13 @ 11:55 P.M. | 25 |
|   Unit 4 Peer Review Discussion 3: |   |   |
|   1.)  Rough Draft due | Sat., Feb. 20 @ 11:55 P.M. | 20 |
|   2.)  Peer Review due | Sat., Feb. 20 @ 11: 55 P.M. | 20 |
|   3.)  Responses to other postings | Sat., Feb. 20 @ 11: 55 P.M. | 10 |
| Quiz 4 | Sat. Feb. 13 @ 11:55 P.M. |   100 |
| **Total points possible for Unit 4** |   | **400** |

## ADDITIONAL INFORMATION

**Disclaimer:** The professor reserves the right to make changes and corrections if and as needed to this syllabus.