

**Plainview, Texas**

**School of Languages and Literature**

**Wayland Baptist University Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

**Course Name: ENGL 1301 - Composition and Rhetoric – Online**

**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 your **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.

**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.

**Term and Year: Spring 2014**

**Full Name of Instructor: Dr. Deborah Kuhlmann**

**Office Phone and Email: Home # – 409-599-1582 (only by agreed appointment time between student and prof and not after 9:00 p.m., please) Email –** Kuhlmannd@wbu.edu

That said, again, **Messages on Blackboard** for English 1301 is the best place to receive and send email to Dr. K.

**Office Hours, Building, and Location:** Cyberspace

**Instructor’s Virtual Office Hours**

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 email 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 email me first, so we can set a conference time that is convenient for both of us. In the event that I have to change these times for any reason, I will make an announcement in the section I have set apart on the Homepage for announcements. Thank you ahead of time for your flexibility on that and caution you, again, to always check the Homepage for announcements.

**Catalog Description:** Principles of clear, correct, effective expository writing, with illustrative readings and frequent essays and conferences.

**Prerequisite:** None

**Required Textbook and Resources**: *Strategies for Successful Writing: A Rhetoric, Research Guide, Reader and Handbook* SAC Package, 10th edition by Reinking and von der Osten (ISBN 978-0-205-88311-0).

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

**Optional Materials:** *MLA Handbook,* 6th ed. (a copy should be on reserve at circulation desk in LRC/library)

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

 1. Apply standard rules and conventions of the English language to written expressions.

 2. Summarize the steps and components of the writing process.

 3. Compose academic, nonfiction essays or responses in at least four different rhetorical modes or style.

 4. Demonstrate basic college-level research skills.

 5. Employ active reading strategies.

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

**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.

**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.”

**“Attendance:”**

In a regular face to face course, you would be required to attend at least 80% of the class meetings. In this course, you will be expected **to log on** **daily and respond to the instructor’s emails at least once a week**. In order to be successful in a college level course, it is generally expected that you will attend class and devote at least 2 hours of outside study and preparation for every hour in class. In other words, for the average college course, you would expect to devote ***at least*** nine hours a week. You may realistically expect to spend that much time for this course as well. Please see the university policy on this at the end of this syllabus.

**WBU Class Attendance Policy:**

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.

**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**.

**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 Requirements and Grading Criteria:**

• Quizzes, Activities, Discussion and Peer Reviews: Each student is responsible for reading, studying, and completing the

assigned work.

* Written Assignments A total of four essays will be completed:

*Three* 2-to-3-page essays (narration, comparison, and definition), and

*one* 3-to-5-page argument and research essay.

All assignments must be submitted on the day they are due.

**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.

 **Specific bulletin 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 email

**Academic Honesty:** No form of cheating will be tolerated. Plagiarism—copying another's words or ideas and presenting them as your own—is not only a form of cheating but also a serious academic offense. In the very least, cheating or plagiarizing will result in an “F” on the work in question. An official report will also be filed with the Vice President for Academic Services. See the Wayland catalog for further information on the penalties of plagiarism.

**Class Expectations:** Students are expected to treat one another with respect at all times.

*It is your responsibility to keep up with the assignments; I will not always remind you when something is due, and I will not inform you of missing submissions unless you ask.*  This schedule is subject to revision.

Although your assignments are due no later than 11:55 p.m. on the due date, never wait that late to turn in your work. It is just too risky to wait until the last minute or even hour like that. Too many other factors can arise that would jeopardize your chance to turn in your work. This is very important to your success!

**Grade Assessment:**

You will write approximately 4 major essays and you will have quite a few “smaller” assignments. In addition to the discussion assignments, you will have other **brief** writing assignments, the kind of occasional “activity assignment” that does not fall neatly into any other category, and unit quizzes on some of the units. Each assignment has a point value, which you can find in the unit overviews. 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 and quizzes.

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

**Unit 1 (February 24 – March 8):**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Online Readiness Quiz | March 1 @ 11:55 PM |  0 |
|  Plagiarism Activity Assignment | March 1 @ 11:55 PM | 20 |
| Quiz 1 | March 8 @ 11:55 PM |  20 |
| Unit 1 Discussion | March 8 @ 11:55 PM |  30 |
| **Total points possible**  |  | **70** |

**Spring Break (March 11 – March 16)**

**Unit 2 (March 17 – March 22)**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Quiz 2 | March 22 @11:55PM | 10 |
|  Unit 2 Discussion | March 22 @ 11:55PM | 30 |
|  |  | **40** |

**Unit 3 (March 24 – April 5):**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Essay 1 Narrative |  **April 5 @11:55PM** | 150 |
|  Unit 3 Peer Review: |   |  |
|  1.) Rough Draft due | March 29 @11:55 PM | 20 |
|  2.) Peer Review due | March 29 @11:55 PM | 20 |
|  3.) Responses to 2 other postings | March 29 @11:55 PM | 10 |
|  **Unit 3 Quiz** | **March 29 @11:55PM** | 15 |
| **Total points possible for Unit 3** |  | **215** |

**Unit 4 (April 7 – April 17):**

**Please note that the essay is due in this unit on a Thursday (April 17),**

**since Easter weekend is April 18, 19 and 20.**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Essay 2 Comparison | April 17 @11:55PM | 140 |
|  Unit 4 Peer Review: |   |  |
|  1.) Rough Draft due | April 12 @ 11:55 PM | 20 |
|  2.) Peer Review due | April 12 @ 11:55 PM | 20 |
|  3.) Responses to other postings | April 12 @ 11:55 PM | 10 |
|  **Unit 4 Quiz** | **April 12 @11:55PM** | 20 |
| **Total points possible for Unit 4** |  | **210** |

**Easter (April 18, 19 and 20)**

**Unit 5 (April 21 – May 3):**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Essay 3 (paragraph) Definition | May 3 @11:55PM | 50 |
|  Unit 5 Peer Review: |   |  |
|  1.) Rough Draft due | April 26 @ 11:55 PM | 20 |
|  2.) Peer Review due | April 26 @ 11:55 PM | 20 |
|  3.) Responses to other postings | April 26 @ 11:55 PM | 10 |
|  Unit 5 Quiz | **April 26 @ 11:55PM** | **20** |
| **Total points possible for Unit 5** |  | **120** |

**Unit 6 (May 5 – May 10):**

Be aware that this is the end of the quarter and will go fast.

Some assignments are due on Tuesday (April 6) and Thursday (April 8)

as well as Saturday (April 10).

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| **Assignment** | **Due Date** | **Point Value** |
| Essay 4 Argument **(due in Unit 7)** | May 13 @11:55PM | 190 |
| Discussion 1: Working Thesis + responses | May 6 @ 11:55 PM | 20 |
| Discussion 2: Bibliography + responses | May 8 @11:55 PM | 20 |
|  Unit 6 Peer Review: |   |  |
|  1.) Rough Draft due | May 10 @ 11:55 PM | 10 |
|  2.) Peer Review due | May 10 @ 11:55 PM | 20 |
|  3.) Responses to other postings | May 10 @ 11:55 PM | 10 |
|  Unit 6 Quiz | **May 8 @11:55PM** | **15** |
| **Total points possible for Unit 6** |  | **95** |

**Unit 7 (May 13):**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
| Essay 4 Argument Reflective Letter | May 13 @11:55 PMMay 13 @ 11:55 P.M. | 10060 |
| Time to understand and discuss final grade as needed with instructor. Students should take the initiative on this in plenty of time. | Up to May 14 @ 11:55 P.M. |  |
| **Total points possible for Unit 7** |  | **160** |

**Final Grade:**

900 - 1000 A

800 - 899 B

700 - 799 C

600 - 699 D

599 F

**Contact the Virtual College Help Desk for Technical problems you have** at the following link:

<http://www.wbu.edu/academics/online_programs/Help%20Desk/default.html>

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