****

WBUonline

Academic Achievement

**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:**

ACAC0330 VC01 – Writing 1

## TERM:

Spring 2019

## INSTRUCTOR:

**Leann Wigner**

Adjunct Professor

Academic Achievement

## CONTACT INFORMATION:

WBU Email: [**sarah.wigner@wayland.wbu.edu**](mailto:sarah.wigner@wayland.wbu.edu)

Cell phone: **575-631-5345 (Please leave a voicemail if I do not answer. Feel free to text.)**

## OFFICE HOURS, BUILDING & LOCATION:

Online. Email or text with questions. Feel free to call, but leave a voicemail if I do not answer. I usually answer emails within 3 days, but I will return calls and text messages within 24 hours (if not sooner). If you need a question answered immediately, it is best to give me a call.

## COURSE MEETING TIME & LOCATION:

Online via Blackboard and mywritinglab.com. *Please be mindful of the due dates for every single assignment.*

## CATALOG DESCRIPTION:

Developing essential college writing skills, effective sentences, and logically organized paragraphs; improving grammar, mechanics, 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 ACAC 0331.

This course if part of the Academic Achievement depart. The director is Sherrie King (kings@wbu.edu).

## PREREQUISITE:

none

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

MyReadingLab Student Access Code this will include an eText – this will be loaded into blackboard for you. See the textbook link on Blackboard for more information.

## **COURSE WEBSITE**:

A course website has been established on WBU’s Blackboard server. Each student is REQUIRED to establish an active account for this website and to log on to BB regularly for posted lecture notes, messages, assignments, handouts, and quizzes. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard. Students are also required to have access to a computer with Microsoft Word processing capability. *If you do not have regular access to a computer with Microsoft Word and the internet, please drop this class.*

## COURSE COMMUNICATION POLICY:

Wayland’s email address is the official method of communication between instructors and students taking courses through Wayland Baptist University. Students are REQUIRED to establish and activate their Wayland email account. Instructors reserve the right to deny email from other sources.

## COURSE OUTCOMES AND COMPETENCIES:

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

1. Compose effective sentences
2. Develop logically organized paragraphs
3. Utilize correct grammar, and sentence mechanics
4. Exhibit proofreading skills

## ATTENDANCE REQUIREMENTS:

1. 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 you should log into Blackboard *at least* once a week (although it is expected that you log in much more than once a week). The University expects students to make class attendance a priority. University sponsored/required trips and activities (as well as military related absences) will be considered excused as will military related absences, but it is the student’s responsibility to make appropriate arrangements BEFORE THE ABSENCE to complete and turn in assignments and acquire any materials distributed during the class meeting. You will be counted absent if you fail to complete assignments contrary to the agreed upon terms between you and the professor.
2. 0 absences (present in the class all 11 weeks): 5 pts added to final grade
3. 1 absence (not logging into Blackboard for 1 week): warning
4. 2 absences (not logging into Blackboard for 2 weeks): F in course, effective immediately
5. Because this class meets online, failure to login to Blackboard and/or participate in any way will constitute as an absence.
6. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. [note] Email the professor prior to the week when you will not be in attendance if possible.
7. Excused Absences

* Death in the family, hospitalization, military related absence, being EXTREMELY sick etc.
* Notify me as soon as you can about your absence, preferably before. Text me ASAP if you can. If can’t help if I don’t know about the problems that are keeping you from this class. If you wait until the end of the semester to share your reason(s) for absence, I cannot help you. You will fail this class.
* Ask for your assignments which you will miss while you are gone or you did miss while you were gone and follow the instructions that the professor has given you to make up these assignments. Failure to follow these directions will result in you being counted absent.
* You have a one week extension. If you do not get the assignments turned in by that time, then the assignments cannot be submitted.

1. Unexcused Absences

* Going on vacation, going on a business trip, being sick with something as simple as a cold or the flu, forgetting about working on the class for a week, not participating because you don’t have a textbook or other appropriate material, etc. If something is going to keep you from participating, like not having a textbook, CONTACT ME IMMEDIATELY!!! I can’t help you if I don’t know you have a problem. Not having a textbook still counts as an absence!
* You cannot makeup the work for this type of absence. You can have no extension.

## 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. The policy statement is located in Course Information of your course. 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).

## 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. Any problems with accessibility for digital content should be addressed to Dr. Trifilo the EIRAC coordinator trifilot@wbu.edu.

### University grading system:

**A** 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** below 60 **I** incomplete **W** withdrawal

A grade of incomplete is changed if the deficiency is made up by the middle of the next regular semester, otherwise it becomes an “F.” This grade is given only if circumstances beyond the student’s control prevented completion of work during the semester enrolled and attendance requirements have been met, and then only in the last two weeks of a class. For a student to be granted an “I” the instructor must file an incomplete report which details which work must be completed by the student and the deadline date for the completion. The incomplete report must be signed by the instructor and the student (exception for WBUonline students in remote areas).

“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 Vice President of Academic Affairs/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.”

### Final Grade Calculation

|  |  |
| --- | --- |
| **Graded Work** | **Percentage of Final Grade** |
| Writing lab | 15% |
| Final exam/Accuplacer | 25% *Will require a proctor* |
| Weekly Review Exercises | 10% |
| Weekly Writing Exercise | 40% |
| Discussion Board Posts | 10% |

**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.**

## COURSE REQUIREMENTS and GRADING CRITERIA:

* **Respect**: Respect is absolutely necessary in this class. Internet bullying will result in dismissal from the class
* **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 log in to Blackboard at least 3-5 times a week, if not more.
* **Assignments**: All assignments will be due no later than 11:59 PM CST on the day listed for them to be submitted. All assignments must be submitted to the instructor at the assigned time.
* **Grades**: Students may check his/her grades on Blackboard.
* **HOW THIS COURSE WILL WORK:** In thiscourse, you will have different assignment **modules** for each week’s worth of work. Contained within these modules will be the lectures, announcements, assignments for each week, and anything else needed for the week. These modules are entitled “**Assignment Modules**” on the course menu in Blackboard. You should also read through the information under the button on the course menu entitled, “How To Use This Course” in order to learn more. **As a special note, our weeks for this class run from Monday through 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, and they will also be sent via WBU email.
* **TEXTBOOK READING**: All assignments in this class are dependent upon the e-textbook. Be sure to read this material thoroughly. Find textbook information on Blackboard by clicking on the button on the course menu entitled, “Textbook.”
* **DISCUSSION BOARDS:** Each week (with exception to final week) the professor will provide one or two 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 five days (**by **Friday 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 “Assignment Modules” on Blackboard.
  + 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.
* **REVIEW EXERCISES:** The review exercises portion of this class come from material within your textbook and will be administered every week except during week 11. Think of this exercise as an open book quiz. I will ask you quiz-type questions from your readings in the textbook. I may also ask you to demonstrate your competence concerning some of the available exercises throughout your reading. These exercises are due by 11:55 PM CST on Sunday of those weeks. The exercises come straight from the textbook. The exercises which have been selected for completion from the textbook have been adapted as computer exercises during these weeks.
  + **To facilitate the successful completion of these exercises, you should read the required reading from the textbook each week.**
  + The review exercises for the respective week will appear under the “Assignment Modules” on Blackboard.
  + *You can redo these exercises as many times as you would like until you reach the grade you desire.*
  + Please note that Blackboard automatically grades these exercises, but generally does a bad job. I manually go back and recheck Blackboard’s automatic grading and adjust your grade accordingly.
* **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 “Assignment Modules.” When I review these assignments (usually within a week of their due date), I will require you to correct your papers according to my comments. You will place your corrected papers in the drop box on the course menu entitled “Deposit Corrected Papers Here.” You have one week from the time I grade your papers to make these corrections. It is very important that you make these corrections. Learning how to correct your mistakes is part of the learning process. Your graded papers can be found in the grade book. Find your graded assignments in the grade book by clicking on the grade given to your paper.
* **MyWritingLab**: Each student is required to complete computer-assisted instruction for THIS CLASS via mywritinglab.com. Instructions on how to gain access to mywritinglab.com can be found on Blackboard by clicking the button entitled “Textbooks” on the course menu. **Please note that this part of the class is not part of Blackboard. Mywritinglab.com is separate from Blackboard and constitutes 15% of your overall grade.** Failure to participate in this part of the class will result in failure of this class.
  + **To facilitate the successful completion of this online writing lab, you should read the required reading from the textbook each week.**
  + In order to register your access code (which is provided under “Textbooks” on the course menu) at mywritinglab.com, go to the following website: <https://pearsonmylabandmastering.com/students/register/>. Registration for this course will require a course ID, which is **TBA.**
  + If you do not register for mywriting lab by the end of the second week of class, you will fail this course.
  + The assignments are due on mywritinglab.com almost every week (except week 11). You will be graded based on the grades received on mywritinglab.com in addition to your participation within the lab. These exercises should be completed by 11:55 PM CST on Sunday of their respective weeks.
* **Accuplacer/Final Exam**:
  + You will be required to go through the proctor process in Blackboard for this final exam. **You are responsible for finding a proctor.** Follow these directions in order to have a proctor approved:
    - Students are responsible for securing the services of a suitable proctor according to the requirements listed below.
    - Wayland Staff are already approved as proctors. Please contact the Wayland Staff member you would like to be your proctor ASAP to ensure they are able to serve as your proctor. Call at least 1 week in advance to schedule your testing time with your proctor.
    - **You must submit your completed form one week prior to the first test date. The proctor must be approved before examination information can be sent. Tests are not sent to proctors, instead they will receive a user name and password to access our proctor site on Blackboard.**
    - The criteria established for proctor approval are:
      * knowledge of and experience in the administration of examinations
      * current employment on a full-time basis with professional reputation that would be severely tarnished if improprieties were discovered
    - Based on the above, acceptable proctors are:
      * Wayland center directors and Wayland approved faculty
      * librarians holding the Master of Library Sciences distinction
      * authorized employees at U.S. Military Education centers
      * authorized employees at university/college testing facilities
      * faculty member of a university or college
    - Exceptions to the above will not be favorably considered. In no case will relatives, neighbors, or other students be approved. Persons who are employed by the same company/organization as the student will also not be approved.
    - Please make sure that your proctor is able to administer tests online, using a computer with reliable access to the internet. If he/she is not, you will need to find another proctor unless your instructor has provided a paper version of the test.
    - Once your proctor form has been received, you will receive a confirmation sent to the email address listed on your form. If you have not received a confirmation within two days of submitting your proctor form, please check to make sure we received it. The proctor form can be found here: <http://www.wbu.edu/academics/online_programs/proctor/proctorrequest.htm>
  + The proctored test will be the Accuplacer test.
    - WHAT IS ACCUPLACER?
      * The ACCUPLACER is a series of tests that determines your knowledge in math, reading and writing as you prepare to enroll in college- level courses. ACCUPLACER is used to identify your strengths and weaknesses in each subject area. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors and counselors to place you in the appropriate college courses that meet your skill level. The Accuplacer writing test is known as the Writeplacer. The WritePlacer test measures your ability to write effectively, which is critical to academic success. Your writing sample will be scored on the basis of how effectively it communicates a whole message to the readers for the stated purpose. Your score (1-8) is based on your ability to express, organize, and support your opinions and ideas, not the position you take on the essay topic. A score of 5 or higher will enroll a student in a freshman writing course. A score of 4 or below will enroll a student in Academic Achievement courses.
      * The WritePlacer will evaluate all the writing skills which you have learned up to this point in the semester.
  + You will be allowed 3 attempts, and the highest score will be taken. You will also be allowed to use dictionary.com to look up unfamiliar words. This exam consists of one promt, and should take you at least 45 minutes to an hour, and maybe longer. It is not timed, so you should take all the time you need.
  + **YOU ABSOLUTELY MUST MAKE SURE THAT YOUR PROCTOR SENDS ME AN EMAIL WITH THE TEST SCORE. THIS IS YOUR RESPONSIBILITY TO ENSURE THAT I RECEIVE THIS EMAIL FROM YOUR PROCTOR.**
  + The exam will open on Monday of the scheduled week and will close the following Friday at 11:55 p.m. CST.
* A minimum score needed is 3 to advance to 0331
* Breakdown of scores on Accuplacer and grade received for final exam are as follows:

Accuplacer Final Exam

0-1 =45

2 =55

3 =75

4 =85

5 =95

6 and higher =100

**Please 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.**

## TENTATIVE SCHEDULE

\*I reserve the right to amend the tentative course outline as needed during the course.

|  |  |
| --- | --- |
| **DATE** | SCHEDULE |
| **(WEEK 1)**  Week of February 25-March 3 | * **Tasks**   + Familiarize yourself with this class in Blackboard. Read the “How To Use This Course” section in Blackboard.   + Read the syllabus.   + Set up your mywritinlab.com account with the access code you purchased for this class. **Send me an email to let me know that you have successfully registered within the first two days.**   + Due during week 1 by Sunday at 11:55PM CST     1. Read and submit the **course contract**.     2. Read **chapters 1, 12, and 13** in the textbook (*Wordsmith*).     3. Complete the **review exercises** found in the Week 1 Module and based on chapters 1, 12, and 13 in the textbook.     4. Complete the **writing assignment** found in the Week 1 Module.        - After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.”     5. Participate in the **discussion board** for this week (at least twice). The first post is due by **Friday** at 11:55PM CST and the second post is due by **Sunday** at 11:55PM CST.     6. Mywritinglab.com assessment for week 1. |
| **(WEEK 2)**  Week of March 4-10 | * **Tasks**   + Due during week 2 by Sunday at 11:55PM CST  1. Read **chapters 2, 14, and 15** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 2 Module and based on chapters 2, 14, and 15 in the textbook. 3. Complete the **writing assignment** found in the Week 2 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 3)**  Week of March 18-24  **SPRING BREAK IS MARCH 11-15. NO CLASS. ENJOY YOUR BREAK!** | * **Tasks**   + Due during week 3 by Sunday at 11:55PM CST  1. Read **chapters 3, 16, and 17** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 3 Module and based on chapters 3, 16, and 17 in the textbook. 3. Complete the **writing assignment** found in the Week 3 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 4)**  Week of March 25-31 | * **Tasks**   + Begin searching for a proctor   + Due during week 4 by Sunday at 11:55PM CST  1. Read **chapters 4, 18, and 19** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 4 Module and based on chapters 4, 18, and 19 in the textbook. 3. Complete the **writing assignment** found in the Week 4 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 5)**  Week of April 1-7 | * **Tasks**   + Send me an email letting me know that you have found a WBU approved proctor and, if necessary, have submitted the necessary forms for the approval of your proctor.   + Due during week 5 by Sunday at 11:55PM CST  1. Read **chapters 5, 20, and 21** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 5 Module and based on chapters 5, 20, and 21 in the textbook. 3. Complete the **writing assignment** found in the Week 5 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 6)**  Week of April 8-14 | * **Tasks**   + Due during week 6 by Sunday at 11:55PM CST  1. Read **chapters 6, 22, and 23** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 6 Module and based on chapters 6, 22, and 23 in the textbook. 3. Complete the **writing assignment** found in the Week 6 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 7)**  Week of April 15-21 | * **Tasks**   + Due during week 7 by Sunday at 11:55PM CST  1. Read **chapters 7, 8, and 24** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 7 Module and based on chapters 7, 8, and 24 in the textbook. 3. Complete the **writing assignment** found in the Week 7 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 8)**  Week of April 22-28 | * **Tasks**   + Due during week 8 by Sunday at 11:55PM CST  1. Read **chapters 9 and 25** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 8 Module and based on chapters 9 and 25 in the textbook. 3. Complete the **writing assignment** found in the Week 8 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST.Participate in the **discussion board** for this week (at least twice). 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 9)**  Week of April 29-May 5 | * **Tasks**   + Due during week 9 by Sunday at 11:55PM CST  1. Read **chapters 10, 26, and 27** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 9 Module and based on chapters 10, 26, and 27 in the textbook. 3. Complete the **writing assignment** found in the Week 9 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 10)**  Week of May 6-12 | * **Tasks**   + Due during week 10 by Sunday at 11:55PM CST  1. Read **chapters 11, 28, and 29** in the textbook (*Wordsmith*). 2. Complete the **review exercises** found in the Week 10 Module and based on chapters 11, 28, and 29 in the textbook. 3. Complete the **writing assignment** found in the Week 10 Module.    * After the paper has been graded, you have one week to correct the paper according to the grading comments, then you should turn the paper back in under the tab on the course menu entitled “Deposit Corrected Papers Here.” 4. Participate in the **discussion board** for this week (at least twice). The first post is due by Friday at 11:55PM CST and the second post is due by Sunday at 11:55PM CST. 5. Complete the mywritinglab.com assignment for this week. |
| **(WEEK 11)**  Week of May 13-19 | * **Tasks**   + Due during week 11 by Sunday at 11:55PM CST     1. Familiarize yourself with the content of the “Assignments Module” for Week 11.     2. Review the syllabus for instructions concerning the final exam.     3. Take the Accuplacer test with a proctor according to instructions given in this syllabus and the content of the Week 11 Assignments Module.     4. **TEXT OR EMAIL ME A PICTURE OF YOUR ACCUPLACER SCORE. IF YOU DO NOT DO THIS, I WILL NOT KNOW YOUR GRADE AND I WILL ASSUME THAT YOU DID NOT TAKE THE EXAM.**   **GOOD LUCK!** |