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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 Writing I

## TERM:

Spring 2020 Virtual Campus (February 24-May 16)

## INSTRUCTOR:

Amy Miles

Assistant Professor

Academic Achievement

## CONTACT INFORMATION:

Office phone: **806-291-1059**

WBU Email: **amy.miles@wbu.edu**

Cell phone: **806-673-9210**

## OFFICE HOURS, BUILDING & LOCATION:

Online. You can contact me at my email address day or night. I will generally check Blackboard and my email every day with possible exception of some Saturdays and Sundays. To reach me on my cell phone, please observe the following time restrictions: Monday-Saturday: 8:00am-8:00pm.

## COURSE MEETING TIME & LOCATION:

Online

## 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.

## PREREQUISITE:

none

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

## Required Resource Materials are the Pearson Lab program and Etext. Access to both of these resources is available to you directly through Blackboard in the “Etextbook & Lab” folder of the course.

## To access these resources, detailed instructions will be provided in Blackboard along with the necessary Course ID and Access Code needed to set up your account on the Pearson website. We will not be using a hard copy text in this class; however, you can purchase it directly off of Wayland’s online bookstore. Please contact me via email if you would like to buy the hard copy.

## In addition to these two resources, 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).

## **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.

## 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:

* 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 REQUIREMENTS:

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 all 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 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.

## 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.

## 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.

## COURSE REQUIREMENTS and GRADING CRITERIA:

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. **Be prepared to learn on the first day of class and create your Pearson account during the first week to access the text and the lab exercises**.
* **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.

All assignments are due as noted in Blackboard. 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**

|  |  |
| --- | --- |
| Attendance And Class Participation | Required |
| Writing Lab | 15% |
| Weekly Chapter/Review Exercises | 10% |
| Weekly Writing Exercises | 40% |
| 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.**

### 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.”

## HOW THIS COURSE WILL WORK

NOTE: ALL DUE DATES ARE HIGHLIGHTED IN YELLOW

* **WEEKLY TABS:** 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.
* **ANNOUNCEMENTS**: 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.
* **ONLINE TEXTBOOK READING**: All assignments in this class are dependent upon the **online Etext**, which you can **only** access through your **mywritinglab account**, which you will have to create with your access code. While there is a hard copy version of the book, using the online version brings significant cost savings to you. Be sure to thoroughly read all of the material assigned from the online book.
* **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 a Pearson account on mywritinglab.com. Instructions on how to access this website and to set up your account are given in the Etextbook & Lab folder in Blackboard. These exercises constitute 15% of your overall grade.
	+ In order to register your access code, you will receive instructions in the Etextbook & Lab folder in Blackboard. This process will require a course ID, which is TBA, and 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 in mywritinglab.com. These exercises should be completed by 11:55 PM CST on Sunday of their respective weeks.
* **CHAPTER/REVIEW EXERCISES:** The chapter/review exercises portion of this class come from material within your Etext 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 Etext.
	+ **To facilitate the successful completion of these exercises, you should read the required reading from the Etext 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 Etext 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 Writing II, you MUST receive a minimum score of 3 and 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.**