



**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:**

ENGL1301.VC03 – Composition and Rhetoric

**TERM:**

Spring VC 2020

**INSTRUCTOR:**

Professor Ashley Hardage Edlin

**CONTACT INFORMATION:**

Office phone: (806) 291-1103 (I do not check voicemail outside of office hours)

WBU Email: [edlina@wbu.edu](mailto:edlina@wbu.edu) (e-mail is the best way to reach me)

**OFFICE HOURS, BUILDING & LOCATION:**

Online, various times and by appointment.

**COURSE MEETING TIME & LOCATION:**

WBU's Virtual Campus: [WBU Blackboard](#)

**CATALOG DESCRIPTION:**

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

**PREREQUISITE:**

None

**REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

This course uses Inclusive Access, which means an electronic copy of the textbook and other supplemental reading materials are 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. The bookstore will send additional information about Inclusive Access and opting out during the first week of class.

- Bullock, Goggin, and Weinberg. The Norton Field Guide to Writing, Fifth Edition with Handbook.
- Access to Blackboard and WBU e-mail along with access to a computer with internet are also required for successful completion of the course.

Wayland Baptist University has partnered with VitalSource to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below standard cost. You do, however, have an option to opt-out. If you choose **NOT to use** this version, you **MUST opt-out** or you will be charged and refunds are not available. Opting-out will require you to purchase the textbook and supplemental materials for the course elsewhere. Using this version of the textbook means the price of the textbook will be billed to your student account.

### **COURSE OUTCOMES AND 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 styles.
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.

### **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 meet synchronously, your attendance for the course is largely dependent on weekly completion of assigned 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.

#### **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.)

#### **SCHOOL OF LANGUAGES AND LITERATURE POLICY ON PLAGIARISM AND ACADEMIC DISHONESTY:**

Writing is a collaborative art. Working out ideas for your paper with an instructor, writing tutor, classmate, family member, or friend is encouraged not only for this class, but also for other classes that involve writing. Discussion and collaborative brainstorming are good. However, passing off another's writing or ideas as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without **appropriate citation** and synthesis into one's own discussion.
- Paraphrasing the ideas presented in any source or oral discussion without appropriate citation.
- Using the evidence and conclusions of any source as the controlling framework for one's own paper.
- Recycling work from a previous or current course, whether your own work or another student's work.
- Purchasing or otherwise downloading a paper from an internet website.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. All of the following must be met to constitute **appropriate citation** of any source:

- Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
- Placing borrowed text directly from another source within "quotation marks."
- Introducing clearly another author's voice into the document by means of a signal phrase (an introduction of that author).

- Offering, in short, a clear distinction between one's own voice or ideas and those of any outside authors brought into the discussion.

Wayland Baptist University observes a zero tolerance policy regarding Academic Dishonesty.

- Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.
- If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be filed with the dean of the School of Languages and Literature and reported to the university academic vice president, as per university policy.
- In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.
- Per university policy, second offenses result in suspension from the university.

#### **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. Assignments should be submitted as Word files, which end in .doc or .docx. Students should not submit Mac files, such as .pages, or other online files, such as those from Microsoft One Drive or Google Docs, to Blackboard. These deadlines, like most things in life, are not negotiable. *Any late assignment will receive a 20-point deduction per day late. Late assignments are not accepted after 5 days of the assignment's due date.*

#### **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 on the Blackboard site. Be sure to check the site often. Additional information may be sent to your WBU emails, so make sure you've set up a WBU email and are checking it often. Always feel free to email me if you are concerned about the course or your progress. I am available to help you, provide resources, and give direction—but I cannot help you if I do not know you're struggling.

In an effort to accommodate the schedules and preferences of online students, all major assignments are due on Sundays. However, although the HW assignments and major assignments are due on Sunday, 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 and will even give you feedback on assignments if you submit them early. However, please note that while I typically answer email within 24 hours M-F. I am not always as tied to a computer on the weekends. This means if you need help with an assignment, you'll

need to get in touch with me by Thursday or Friday. I also strongly recommend you use the Multidisciplinary Writing Center (MWC). There's a link available in our Blackboard course. Be aware, too, that using the MWC 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 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. ENGL1301 is a writing-intensive course, so be prepared to write weekly. 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](#). However, the assignments and weights are posted below.

#### **Activities and Quizzes (15%):**

Students will complete a variety of writing exercise and in-class work, homework, and quizzes. Unless otherwise stated, all activities and quizzes are due to Blackboard by 11:59 p.m. on the date listed in the syllabus.

#### **Drafts and Peer Critiques (15%):**

For each of the major writing assignments (see below), students will submit a rough draft and complete a peer critique exercise. In order to receive full credit for drafts and peer critiques, essays should be *mostly* complete, and comments and responses to peers should be thoughtful and thorough.

#### **Major Assignments (60%):**

Students will have four major writing assignments over the course of the semester. All writing assignments must be typed and submitted electronically to Blackboard in either Microsoft Word or PDF format. All major writing assignments are due to Blackboard by no later than 11:59 p.m. CST on the date indicated on the syllabus. See Blackboard for additional assignment information.

1. Memoir (15%)
2. Rhetorical Analysis (15%)
3. Annotated Bibliography (15%)
4. Proposal (15%)

### Final Exam (10%):

The final exam will be completed in Blackboard via InQuizitive. InQuizitive is an adaptive learning tool that gives you a personalized learning experience and helps you retain key concepts. The final exam is available beginning on the first day of class and is due on the last day of class. You may work throughout the term and at your own pace in order to complete/submit the exam.

**Grade Appeal Statement:** “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.”

### TENTATIVE SCHEDULE

The schedule below is a tentative outline for the term. As such, it is subject to change, with notification, of course.

Weekly Topic	Reading	Assignment(s)
Week 1: Course introduction and overview of academic habits	Chs. 4-9	<u>March 1</u> - Reading quizzes - Reading Strategies activities
Week 2: Memoirs and the writing process	Chs. 18, 21, 29, 30, 35, 36, and 45	<u>March 8</u> - Reading quizzes - Paragraph activities - Memoir rough draft due
Week 3: Revising and editing	Chs. 29, 30, 35, and 36	<u>March 15</u> - Reading quizzes - Memoir peer critique - <b>Memoir due</b>
<b>SPRING BREAK</b>	SPRING BREAK	<u>SPRING BREAK</u>
Week 4: Analyzing texts	Chs. 11, 27, 37, 39, and 40	<u>March 29</u> - Reading quizzes - Rhetorical analysis rough draft due
Week 5: Summarizing and responding	Chs. 3, 17, 23, 28, 32, and 41	<u>April 5</u> - Reading quizzes - Rhetorical Analysis peer critique - <b>Rhetorical Analysis due</b>

<b>Weekly Topic</b>	<b>Reading</b>	<b>Assignment(s)</b>
Week 6: Annotated bibliographies	Chs. 13, 15, 16, 20, and 38	<u>April 12</u> - Reading quizzes - Annotated Bibliography rough draft due
Week 7: Getting a start on research	Chs. 47-51	<u>April 19</u> - Reading quizzes - Annotated Bibliography peer critique - <b>Annotated Bibliography due</b>
Week 8: Documentation and avoiding plagiarism	Chs. 52-54	<u>April 26</u> - Reading quizzes - Documentation activities - Plagiarism activities
Week 9: Designing text and choosing media	Chs. 56-59	<u>May 3</u> - Reading quizzes - Proposal rough draft due
Week 10: Editing and proofreading	Ch. 33	<u>May 10</u> - Reading quiz - Proposal peer critique - <b>Proposal due</b>
Week 11: Final Exam	None	<u>May 16</u> - <b>Final Exam due</b>

**ALL ASSIGNMENTS MUST BE SUBMITTED TO BLACKBOARD TO RECEIVE CREDIT.**