

**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: Summer 2017**

**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**:

*Writing Today* by Richard Johnson-Sheehan, Pearson, the Brief 3rd Edition, **ISBN for *Writing Today* is (978-0134618678).**

 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.”

**Statement on Plagiarism and 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.

**“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.

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.

**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 (narrative, evaluation, and proposal), 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.

**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.**

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!**

**ALERT: Yes, it is summer time! And Dr. K. will be officially on vacation from the university from June 12 to June 16 and again from June 26 to June 30. During that time she will not be available for messaging, so be sure to check those dates and if you have concerns or questions, do ask her BEFORE that week, so she can best help. AND, should anything occur during that time with which you need help, do know that she will gladly help you when she returns.**

**Unit 1 (May 29 – June 3):**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Online Readiness Quiz (optional) | Sat., June 3 @ 11:55 PM |  0 |
|  Plagiarism Activity Assignment | Sat., June 3 @ 11:55 PM | 20 |
| Quiz 1 | Sat., June 3 @ 11:55 PM |  20 |
| Unit 1 Discussion | Sat., June 3 @ 11:55 PM |  30 |
| **Total points possible**  |  | **70** |

**Unit 2 (June 5 – June 10)**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Quiz 2 | Sat., June 10 @11:55PM | 10 |
|  Unit 2 Discussion | Sat., June 10 @ 11:55PM | 30 |
|  |  | **40** |

 **Unit 3 (June 12 – June 24):**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Essay 1 Narrative (**must be submitted in correct submission spot entitled "Submit Essay 1 Here" in Unit 3**) |  **Sat., June 24 @ 11:55PM** | 150 |
|  Unit 3 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., June 17 @11:55 PM | 20 |
|  2.) Peer Review due | Sat., June 17 @11:55 PM | 20 |
|  3.) Responses to 2 other postings | Sat., June 17 @11:55 PM | 10 |
|  **Unit 3 Quiz** | **Sat., June 17 @11:55PM** | 15 |
| **Total points possible for Unit 3** |  | **215** |

**Unit 4 (June 26 – July 8):**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Essay 2 Proposal (**must be submitted correctly at submission point in Unit 4 entitled "Submit Essay 2 Here**.") | **Sat., July 8 @11:55PM** | 140 |
|  Unit 4 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., July 1 @ 11:55 PM | 20 |
|  2.) Peer Review due | Sat., July 1 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Sat., July 1 @ 11:55 PM | 10 |
|  **Unit 4 Quiz** | **Sat., July 1 @11:55PM** | 20 |
| **Total points possible for Unit 4** |  | **210** |

**Unit 5 (July 10 – July 22):**

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| **Assignment** | **Due Date** | **Point Value** |
|  Essay 3 Evaluation or Review (**must be submitted correctly in Unit 5 where it says "Submit Essay 3 Here").** |  Sat., July 22 @11:55PM | 100 |
|  Unit 5 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., July 15 @ 11:55 PM | 20 |
|  2.) Peer Review due | Sat., July 15 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Sat., July 15 @ 11:55 PM | 10 |
|  Unit 5 Quiz | **Sat., July 15 @ 11:55PM** | **20** |
| **Total points possible for Unit 5** |  | **170** |

**Unit 6 (July 24 – July 29):**

**Caution: This begins the last of the assignments in the quarter, and there are several that are due DURING the week. Note that and have a strong finish!**

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| **Assignment** | **Due Date** | **Point Value** |
| Essay 4 Argument **(due in Unit 7)** | **Sat., August 5 @11:55PM** | 200 |
| Discussion 1: Working Thesis + responses | Tues., July 25 @ 11:55 PM | 20 |
| Discussion 2: Bibliography + responses | Thurs., July 27 @11:55 PM | 20 |
|  Unit 6 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., July 29 @ 11:55 PM | 10 |
|  2.) Peer Review due | Sat., July 29 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Sat., July 29 @ 11:55 PM | 10 |
|  Unit 6 Quiz | **Wed., July 26 @11:55PM** | **15** |
| **Total points possible for Unit 6** |  | **95** |

**Unit 7 (July 31 – August 5):**

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| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
| Essay 4 Argument  | **Sat., August 5 @11:55 PM** | 200 |
| Time to understand and discuss final grade as needed with instructor. Students should take the initiative on this in plenty of time. | Up to Tues., August 8 @ 11:55 P.M. |  |
| **Total points possible for Unit 7** |  | **200** |

**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.