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**Virtual Campus**

**School of Languages and Literature**

**Wayland Baptist 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 Name: ENGL 1301 – Composition and Rhetoric – Online Term and Year: Spring 2018**

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

**Office Phone and WBU Email Address:** kuhlmannd@wbu.edu **But that said, “Messages” on Blackboard for English 1301 is where to communicate best with the instructor.**

Phone: 409-599-1582 (only by agreed appointment time between student and prof and not after 9:00 p.m., thanks!)

**Office Hours, Building, and Location: Blackboard online**

**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 messages in Blackboard 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 message me first, so we can set a conference time that is convenient for both of us.

**Class Meeting Time and Location**: Online courses are all in Blackboard. Students should go to Blackboard and access the course **on or before the first class day and begin immediately**. All assignments for the entire quarter are in units with clear due dates, so that students can know from the first day what is required for the entire course and manage their time accordingly.

**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).**

**Additionally, students may choose these options as well:**

Loose-leaf Textbook + REVEL access BUNDLE: ISBN-9780134888415

REVEL access code ONLY: ISBN-9780134188256

Loose-leaf textbook ONLY: ISBN-9780134582542

**If students order through the WBU bookstore, they only have the option to buy the bundle or the stand-alone access code.**

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

**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

 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.

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.

**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.

**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.”

**Grade Appeals:**

**“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.”**

**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 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.

**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.

**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.

**Grade Assessment:** Again, you will write approximately 4 major essays and you will have quite a few “smaller” assignments. In addition to the discussion assignments, you may 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, discussions and quizzes. Final Grade:**900 - 1000 A

800 - 899 B

700 - 799 C

600 - 699 D

599 F

**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 **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.

**Specific Discussion 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 messages on the message board.

**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.

**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. As well, do not use “rft, odt, pdf” and so on.

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: Dr. K. will be on university vacation leave from June 8 to June 18.**

**Unit 1 (May 28 – June 2):**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Due Date** | **Point Value** |
|  Online Readiness Quiz (optional) | Sat., June 2 @ 11:55 PM |  0 |
|  Plagiarism Activity Assignment  (This MUST be submitted in Unit 1 where it says "Submit Plagiarism Activity Here.")  | Sat., June 2 @ 11:55 PM | 20 |
| Quiz 1 | Sat., June 2 @ 11:55 PM |  20 |
| Unit 1 Discussion | Sat., June 2 @ 11:55 PM | 30 |
| **Total points possible**  |  | **70** |

**ALERT: Dr. K. will be on official vacation from June 8 to June 18**

Your questions and concerns are always welcomed. Always communicate with me via the "Messages" here within our course. I am here to help, and I bring this matter to your attention now, as I believe keeping you informed is always empowering for students. **I will NOT be available from June 8 to June 18, as I will be on official vacation from the university, but your job will be to keep working the course during that time.** However, before that time, bring your questions and concerns, and I will be happy to help. It is always, of course, better to communicate with me before that time rather than wait until I am not available. But that said, rest assured, if you do need my help during that time, I will be happy to help you when I return. And, of course, if you should have technical problems, know that the WBU Help Desk is always the place to contact.

Also, both Quiz 2 and Quiz 3 will actually remain open until June 18, even though the due dates for both are much earlier, and, of course, the discussion board does not close, so you could also work on those assignments while I am gone, if you wish. This is for your convenience, but I advise sticking to the due dates and would NOT recommend procrastinating these quizzes or the discussion at all, as there will be other upcoming assignments that will need your attention then as well.

My best always,

Dr. K.

**Unit 2 (June 4 – June 9)**

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| **Assignment** | **Due Date** | **Point Value** |
|  Quiz 2 | Sat., June 9 @11:55PM | 10 |
|  Unit 2 Discussion | Sat., June 9 @ 11:55PM | 30 |
|  |  | **40** |

**Unit 3 (June 11 – June 23):**

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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 23 @ 11:55PM** | 150 |
|  Unit 3 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., June 16 @11:55PM | 20 |
|  2.) Peer Review due | Sat., June 16 @11:55PM | 20 |
|  3.) Responses to 2 other postings | Sat., June 16 @11:55PM | 10 |
|  **Unit 3 Quiz** | **Sat., June 16@11:55PM** | 15 |
| **Total points possible for Unit 3** |  | **215** |

**Unit 4 (June 25 – July 7):**

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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 7 @11:55PM** | 140 |
|  Unit 4 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., June 30 @ 11:55 PM | 20 |
|  2.) Peer Review due | Sat., June 30 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Sat., June 30 @ 11:55 PM | 10 |
|  **Unit 4 Quiz** | **Sat., June 30 @11:55PM** | 20 |
| **Total points possible for Unit 4** |  | **210** |

**Unit 5 (July 9 – July 21):**

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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 21 @11:55PM | 100 |
|  Unit 5 Peer Review: |   |  |
|  1.) Rough Draft due | Sat., July 14 @ 11:55 PM | 20 |
|  2.) Peer Review due | Sat., July 14 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Sat., July 14 @ 11:55 PM | 10 |
|  Unit 5 Quiz | **Sat., July 14 @ 11:55PM** | **20** |
| **Total points possible for Unit 5** |  | **170** |

**Unit 6 (July 23 – July 28):**

**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 4 @11:55PM** | 200 |
| Discussion 1: Working Thesis + responses | Tues., July 24 @ 11:55 PM | 20 |
| Discussion 2: Bibliography + responses | Thurs., July 26 @11:55 PM | 20 |
|  Unit 6 Peer Review: |   |  |
|  1.) Rough Draft due | Fri., July 28 @ 11:55 PM | 10 |
|  2.) Peer Review due | Fri., July 28 @ 11:55 PM | 20 |
|  3.) Responses to other postings | Fri., July 28 @ 11:55 PM | 10 |
|  Unit 6 Quiz | **Wed., July 25 @11:55PM** | **15** |
| **Total points possible for Unit 6** |  | **95** |

**Unit 7 (July 30 – August 4):**

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| **Assignment** | **Due Date** | **Point Value** |
| Essay 4 Argument  | **Sat., August 4 @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 7 @ 11:55 P.M. |  |
| **Total points possible for Unit 7** |  | **200** |

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