****

WBUonline

**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:**

ENGL 0302 Writing and Reading II

## TERM:

Summer 2022 (May 30-July 23)

## INSTRUCTOR:

Amy Miles

Assistant Professor of English

## CONTACT INFORMATION:

Office phone: **806-291-1052**

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:

Provides foundational reading and college writing skills; increases reading speed, critical thinking, and college-level writing skills. Required for students whose score on approved assessment test is below the minimum entry in [ENGL 1301](https://catalog.wbu.edu/search_advanced.php?cur_cat_oid=11&ecpage=1&cpage=1&ppage=1&pcpage=1&spage=1&tpage=1&search_database=Search&filter%255Bkeyword%255D=ENGL+0302&filter%255B3%255D=1&filter%255B31%255D=1#tt1327). A “C” or better, with the Accuplacer score incorporated into the course grade, is required to advance to [ENGL 1301](https://catalog.wbu.edu/search_advanced.php?cur_cat_oid=11&ecpage=1&cpage=1&ppage=1&pcpage=1&spage=1&tpage=1&search_database=Search&filter%255Bkeyword%255D=ENGL+0302&filter%255B3%255D=1&filter%255B31%255D=1#tt6858). 3-hours lecture and 1-hour lab each week. This course does not count as credit toward a degree, but does count as additional GPA hours on the transcript

## PREREQUISITE:

none

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

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

To access these resources, detailed instructions will be provided in Blackboard along with the necessary information 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).

## In addition to these course materials, 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
* Demonstrate a more extensive vocabulary
* Employ efficient reading skills including concentration, comprehension, and retention
* Display confidence in reading speed and fluency
* Utilize beginning critical thinking 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, reading assignments, and quizzes each week. You will be counted absent if you submit nothing (the exercises, 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 2 or more weeks of an 8 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 8 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

Reading and Writing Skills lab 30%

Chapter Quizzes/Grammar Exercises 10%

Written Assignments 40%

READING ASSIGNMENTS 10%

Mastery TESTs 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 lab 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**: I 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 Ebook**, which you can **only** access through your **MyLab Reading and Writing Skills account**, which you will have to create. 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. The name of our textbook is *In Concert: An Integrated Approach to Reading and Writing, Third Edition,* by Kathleen T. McWhorter.
* **READING ASSIGNMENTS:** Because this course focuses on the integration of reading and writing, reading will be a regular part of this course. We will read both professional articles and essays as well as student models. When given these assignments, the reading will come directly from the Ebook. There will be a short written component to each reading assignment. Reading Assignments will constitute 10% of your overall grade.
* **MyLab Reading and Writing Skills:** Each student is required to complete computer-assisted instruction for THIS CLASS via a Pearson account accessed directly through Blackboard. Instructions on how to access this website and to set up your account are given in the “Automatic Ebook & Lab” folder in Blackboard. These exercises constitute a substantial 30% of your overall grade.
	+ In order to register with your access code, you will receive instructions in the “Automatic Ebook & LAB folder” in Blackboard.
	+ The posted assignments are due every week. You will be graded based on the grades received in the program, and they should be completed by 11:55 PM CST on Sunday of their respective weeks. You are not permitted to go back and work on a previous week’s lab assignments unless given special permission.
* **CHAPTER QUIZZES:** The chapter quizzes portion of this class come from material within your Ebook and will be administered every week. These are open-book exercises that allow you to demonstrate your competence concerning your reading of the chapters. These quizzes are due by 11:55 PM CST on Sundays of those weeks. The quizzes should be filled out DURING the Reading of the chapters. This will save time and be a good check on your comprehension of the material. The answers will come straight from the Ebook and the PowerPoints provided.
	+ **To facilitate the successful completion of these quizzes, you should read the required reading from the Ebook each week.**
	+ The quizzes for the respective week will appear within the Weekly Tabs on Blackboard.
* **WRITTEN ASSIGNMENTS :** The written assignments come from thematic readings within the Ebook. 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. These will count as a significant 40% of your overall average and will include different types of writing, such as paragraphs, letters, essays, and documented essays.
* **MASTERY TESTS:** There will be three major exams throughout the term, most likely in Week 3, Week 6, and in Week 8. These exams and their instructions will be provided in the folder for the week they are assigned. They will be cumulative, skills-based tests, allowing each student to demonstrate his or her knowledge on reading comprehension skills we have been practicing throughout the term up to the point of the exam.
* **GRAMMAR EXERCISES:** Most of the course’s grammar instruction will come from correcting your own mistakes in your individual writing assignments. However, throughout the course of the term, there will be occasional editing exercises provided in a few of the weekly folders. When these are assigned, both assigned error corrections on writing assignments and any grammar exercise are in the same category as chapter quizzes and will count toward your overall average as 10%

**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.**