



**Composition and Rhetoric**  
**School of Languages and Literature**  
**Wayland Baptist University PROPOSED SYLLABUS – ENGLISH 1301**  
**Summer 2022**  
**May 30 – July 23, 2022**

*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.*

**Textbook: Norton Field Guide to Writing**

**Instructor:** Professor Debi Hall



**Course No:** English 1301  
**Time:** Various days and times  
**Place:** Online  
**Term:** Summer 2022  
**Office Email:** [debra.hall@wayland.wbu.edu](mailto:debra.hall@wayland.wbu.edu)  
**Office Phone:** 855-500-9911

**Office Hours, Building, and Location:** Online or Conference Line or Telephone.

**Catalog Description:** Principles of clear, correct, effective expository writing, with illustrative readings and frequent essays and conferences. Course should be taken within first year of enrollment.

NOTE: Please 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

**ENGL 1301 – Composition and Rhetoric**

**These are the skills you will learn:**

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 proficiency in writing skills based on the criteria of standard essay structure and English usage.
5. Compose a clear, coherent, unified essay, organized around a single central idea and use a variety of techniques to support your writing.
6. Compose effective thesis statements.
7. Apply basic rhetorical modes: description, comparison, narration, and illustration.
8. Employ the various stages of the writing process, including: brainstorming, outlining, drafting, revising, and editing.
9. Demonstrate understanding of and effective use of paragraph structure, including topic sentences, supporting examples, and transition sentences.
10. Demonstrate effective use of introductions and conclusions.
11. Employ various forms of support for claims; include concrete, significant and specific examples, illustrations, anecdotes, facts and reasons.
12. Read, analyze, and discuss readings with an understanding of structure and mechanics.
13. Identify effective writing techniques in your own essays and in peer review.
14. Organize and develop essays, demonstrating the ability to write for an academic audience.
15. avoid plagiarism
16. Understand and demonstrate the ability to create a correctly formatted Works Cited page for MLA current level.

### **Required Textbook and Resources: Norton Field Guide to Writing**

The more the student puts into the course, the higher his or her outcome competencies will likely be.

**Course Specifics:** The Scavenger Hunt noted at the beginning of the course is considered the quiz/exam for this course. **Students must successfully complete the Scavenger Hunt before moving forward through the course.** You will be responsible for several writing assignments, and participation in Discussion Boards, Conferences, and viewing Video Tutorials. Credit is also given to students for submitting all assignments in the course, whether discussion boards, registering attendance, or written assignments. In the past, a few students failed to turn in a few assignments because they were of lower percentage weight value in the course. In those cases, points are deducted for failure to complete all work. See Grading for final grade penalties shown below.

Course Requirements and Grading Criteria:

- a. Student participation through Discussion Boards, submitting Written Attendance and Submitting All Assignments in a timely manner
- b. Written Assignments:

#### **Grading**

Textbook Exercises, Basic Skills in Discussion Boards, Scavenger Hunt Quiz and Participation = 15%

Process Essay = 10%

Persuasive Essay = 15%

Research Proposal = 5%

Research Essay = 20%

Midterm Exam – 10%

Narrative Proposal – 5%

Final Creative Narrative Essay = 20%

**IMPORTANT NOTE:** The final grade can be viewed in your Weighted Total Column.

Since different assignments carry more weight, you will see the weighted total change throughout the semester as assignments are graded. Failure to submit any assignment: this includes all discussion posts and assignments, a -3 points will be deducted from your final weighted total. Therefore, if you earned an 82% for the semester, but you failed to submit a scavenger hunt, your adjusted grade would be  $82 - 3 = 79$ . If you failed to turn in 2 assignments, there would be a 6 point deduction. So an 83 would then become a 77. This is why I say anything is better than a zero. At least make an effort.

**Final Grade** - The grading scale of the university catalog is followed in this course: A 89.51-100%

B 79.51-89.5%

C 69.51-79.5%

D 59.51-69.5%

F below 59.50%

- **All assignments will be due no later than Midnight CT on the day listed for them to be submitted.**

**A Note About Discussion Boards** – Discussion Boards are open at the beginning of the semester. Students submit content on the week assigned. The boards close at midnight on the week due. All discussion board content is submitted in an orderly manner. Students may not jump ahead to a week in the future or attempt to add content to a week that has already passed. Please stay current with your posts. This part of your grade is critical. If you want to continue discussing your topic with a student after the board has closed, you can always set up a thread in the Water Cooler, which remains open all semester. Or you may choose to revisit a board and continue discussions

### **Overdue Penalties**

This is critically important. *Each student is allowed one excused late submission.* The late submission only applies to: Scavenger Hunt, Water Cooler, Chapter Exercises, Single Source Essay, Multiple Source Topic, Annotated Bibliography. All other essays are to be submitted on time. That one late submission allows the student 24 extra hours to complete and submit the work. Regardless of excuse, late assignments thereafter will be reduced by 10 percentage points for each class day the essay is late. After the third class day, the student will receive a “0” for the assignment. See weighted total penalties for points deducted from final grade. Choose wisely when your one excused late submission will be. Plan ahead for problems which might arise. *Clear late assignment at least 12 hours before the due date.*

**Academic Honesty:** 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.

### **Plagiarism Policy**

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 (See WBU catalog). Cheating in this class at anytime may result in an immediate grade of F for the class.

### **Attendance Policy**

This is a 3 semester hour University class and you are expected to attend class. Attendance is recorded by logging into the classroom, working with course materials, interacting with classmates in the discussion boards, checking in every Monday and turning in assignments. Each activity click is recorded in Blackboard.

**Monday Attendance** – Each Monday of the semester, by midnight, students check in the Discussion Board attendance thread and register attendance and understanding of the week's assignments. For example, a student might write: This is Debi Hall and I know that the short expository essay is due this Sunday. The attendance board registers directly to the grade center, and student attendance is credited. If a student has a question, email the professor directly at [debra.hall@wayland.wbu.edu](mailto:debra.hall@wayland.wbu.edu)

### **Non-Attendance Consequences:**

Any student who does not participate in the weekly student discussions on the Discussion Boards, conference, or assignments will be considered absent for the week. Two absences may constitute a failing grade. Any student who does not participate for two weeks will receive a ROUP notification and may receive an "F" for the course.

Additionally, in this class, you are required to be self-motivated and active in completing all of the assignments by the assigned due date.

**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."

**Tutorial Videos** A number of youtube tutorials that I have recorded are required. Students are required to watch all of the videos. There are others for research etc.

These videos help students navigate the course and assignments.

### **Expectations, Communication, & Other Information:**

**First and foremost** – I want this course to be interesting and enjoyable for my students. You are encouraged to write essays on subjects that interest you. I encourage everything from relevant political topics to literary criticism to film study.

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 discussions posted each week and 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 weekly discussions and/or conferences.

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.

Answers to questions about topics require a phone call or email at [debra.hall@wayland.wbu.edu](mailto:debra.hall@wayland.wbu.edu). I receive all email on my phone and can get an answer to you quickly.

To accommodate the past requests and preferences of my students, assignments are generally due on Sunday (last day of each week of the term). Note: Frequently, delays arise for any number of reasons. **Always check the Announcement Board (a copy of which is sent to you) as well as your Blackboard calendar for up to date Due Dates.** However, although the homework 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 also strongly recommend you use the Writing Center. There's a link available in our Bb course. Be aware, too, that using the Writing Center 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*. Try as we all do to make sure instructions are clearly written, I realize that students often need clarification. 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. However, this is a 3000-level course, which means it ought to challenge you more than your previous courses. RSWR is also 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 RSWR at another point in your studies.

### Required Submission Format

Format for all submissions – Your information on the

upper left corner

Your Name

Course Info

Date

Word Count (For Chapter Exercises, use all words, For Scavenger Hunt, use all words, Proposal all words including working bibliography.– all words. **Word Count Every submitted document requires a word count.**

**Failure to submit a word count results in either a 10 point deduction OR**

**\*\* I reserve the right to refuse the submission of any document, other than discussion board posts, that does not contain name, course information, date, assignment and word count in the upper left corner. Such documents may reserve a grade of zero for failure to follow syllabus format instructions.**

**For ALL Essays**

## Title



This image represents the thesis/not topic of your essay. Course information is included which explains this in detail. This may *not* be a logo. A 5 point deduction may be applied for using a logo in *any* part of the essay

Essay begins here as assigned. For expository project, an Abstract will go here. For other assignments, essay begins here. 2.0 space, 12 font, 1" margins

Works Cited

Current MLA Format

## **Tentative Schedule:**

**Please note that these due dates are subject to change**

**Scroll Down for Calendar**

Week	Topic	Textbook/Online Reading	Assignment	Due Dates
Week 1 May 30 – June 5	 <p>Memorial Day</p> <p>Scavenger Hunt + Basic Skills</p>	Chapters 4.9. Handbook Part 9 + Study Materials in Folder	Scavenger Hunt Quiz Water Cooler Assignment/ Exercises	Quiz Due by Friday, June 3 by midnight Water Cooler due Sunday June 3 by midnight All Exercises due June 5
Week 2 June 6 – June 12	Short Process Essay	Chapters 2,6,36 + Study Materials in Folder	Process Essay	Process Essay Due June 12 by midnight
Week 3 June 13 – June 19	Begin Persuasive Essay	Chapters 5,7,8 + Study Materials in Folder	First Discussion Board Posts due this week	Discussion Board Posts All Due June 19 by midnight
Week 4 June 20 – June 26	Final Persuasive Essay Midterm Exam	Chapters 33,48,31 + Study Materials in Folder	Midterm Exam + Final Persuasive Essay + Discussion Board	Persuasive + Midterm Exam Final Discussion Boards Due June 26 By midnight
Week 5 June 27 – July 3  Students are Excused for July 4 Holiday as soon as Proposal is submitted. Class resumes July 5	 <p>Independence Day</p> <p>Research Proposal</p>	Chapters 38,13,20 17 for Option #1 37 for Option #2 + Study Materials in Folder	Research Proposal Complete all posts for Topics in Discussion Board	Research Proposal And Discussion Board Posts Due July 2
Week 6 July 5 – 10	Final Position Paper	Chapters 4, 49, 51, 52 + Study Materials in Folder	Final Position Paper	Submit Final Position Paper July 17 by midnight
Week 7 July 12 – July 18	Complete Final Position Paper + Complete Proposal for Final Narrative Essay	Chapters 10,35,45 + Study Materials in Folder	Final Position Paper + Narrative Proposal Completed Template Title Image (from selections)	Final Position Paper July 17 Narrative Proposal Due on the 18th by Midnight
Week 8 July 19 – July 24	Final Narrative Essay	Chapters 43,42,40 + Study Materials in Folder	Submit Final Essay	Due On or Before July 22

**END DOCUMENT**



