



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 VC03 – Composition and Rhetoric

Term and Year: Winter 2017

Full Name of Instructor: Mrs. Kristen Reddoch

Office Phone and WBU Email Address: Email: kristen.reddoch@wayland.wbu.edu
Blackboard IM: kristen.reddoch
Phone: By appointment

Office Hours and Location: Online—office hours will vary, and I am available by appointment.

Class Meeting Time and Location: This course is conducted entirely online through Blackboard. (<https://wbu.blackboard.com>)

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

Prerequisite: None

Required Textbook and Resources:

- Johnson-Sheehan, Richard, and Charles Paine. *Writing Today*. 3rd ed., Pearson, 2016. ISBN: 9780134618678 (This bundle contains the physical textbook and a REVEL access code.)
 - *Note: REVEL includes a complete online version of the textbook. REVEL access is required for this course, but the physical textbook is optional.*
- In addition to the textbook listed above, students are required to have access to the following resources in order to be successful in this course:
 - Access to Blackboard and WBU student email
 - Access to a computer with a word processor and a reliable Internet connection
 - Means to back-up course assignment files (such as a flash drive or cloud storage service)

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.

Because this course meets online and asynchronously, your attendance is based upon the timely completion of routine weekly assignments like discussion boards and reading quizzes. Each student is expected to be actively engaged in the online classroom multiple times a week. Any student who misses 25% or more of these weekly assignments will automatically receive a grade of "F" in this course.

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. Please see the University's full statement on Plagiarism and Academic Dishonesty that is posted in the "Course Info" menu for more information.

All assignments submitted for this course should be a student's own original work and should be created uniquely and specifically for this class. This means you are not allowed to recycle assignments written for other courses, and you are not allowed to use the work of others as your own.

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."

Course Requirements and Grading Criteria: Your final course grade will be determined as follows:

1. Reading Quizzes (15%): All reading assignments will require you to take at least one reading quiz in REVEL.
2. Discussion Boards (20%): Each week there will be a topic posted in the discussion board. Each student is required to post one original response and at least two replies to the responses of other students. A grading rubric will be provided in Blackboard.
3. Grammar Assignments (15%): Each week, you will complete a short grammar practice activity.
4. Major Essays (40%): You will complete four major essays/writing projects throughout this term. Each is worth 10% of your final grade. A grading rubric will be provided for each assignment.
5. Final Exam (10%): There will be a cumulative exam at the end of the term. (No proctor required.)

Late-Work Policy: ****All assignments are due by 11:59 p.m. (Central Time) on the dates specified on Blackboard. Please plan to accordingly.**** Any assignment that is not submitted by the given due date and time will be deducted 10 points for every 24-hour period that it is late, including holidays and weekends. Assignments turned in less than 24-hours late will only be deducted 5 points. Weekly discussion boards have two deadlines; points will be deducted according to this policy for *each* deadline. **No assignments will be accepted more than 5 days late. Additionally, the final exam will not be accepted late.**

In the case of technical difficulties, email me immediately (*before the deadline*). If technical difficulties occur when attempting to submit essays, please also attach a copy of the essay to your email to me. You will still be required to re-submit essays on Blackboard with 24-hours of the technical difficulties being resolved to avoid late penalties.

Only essays and assignments submitted through Blackboard (or REVEL for reading quizzes) will be accepted for credit.

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.”

Class Expectations: In this class you are expected to:

- Treat your instructor and fellow students with respect at all times.
- Ask questions. I cannot help you unless I know that you do not understand something.
- Use email appropriately. Use professional language when emailing me, and understand that email is not an instantaneous form of communication. I check email regularly throughout the workweek. I will typically respond to emails received during the workweek within 24-hours, but emails sent over the weekend will usually not receive a response until Monday. Also, all email communication should be conducted via your WBU student account.

Course Schedule: Major deadlines are listed in red. A calendar listing all course due dates and times is also posted in the “Course Info” menu on Blackboard.

WEEK 1	
11/13 – 11/19	Course Introduction/The Writing Process Reading: Chapters 1-3 Grammar Topic: Common Sentence Errors
THANKSGIVING BREAK: 11/20 – 11/24	
WEEK 2	
11/27 – 12/3	Introduction to Memoirs/Pre-Writing Reading: Chapters 5 & 15 Grammar Topic: Sentence Structure
WEEK 3	
12/4 – 12/10	Memiors, Cont./Drafting Strategies Reading: Chapters 16 & 20 Grammar Topic: Modifiers
WEEK 4	
12/11 – 12/17	Introduction to Proposals Reading: Chapter 12 Grammar Topic: Verbs <i>Memoir due by 11:59 p.m. on December 14.</i>
CHRISTMAS BREAK: 12/20 – 1/2	

WEEK 5	
1/3 – 1/7	Proposals, Cont./Style/Revising & Editing Reading: Chapters 17 & 19 Grammar Topic: Pronouns
WEEK 6	
1/8 – 1/14	Introduction to Rhetorical Analysis Reading: Chapters 9 & 4 Grammar Topic: Style <i>Proposal due by 11:59 p.m. on January 11.</i>
WEEK 7	
1/16 – 1/21	Rhetorical Analysis, Cont. Reading: Chapters 21 & 22 Grammar Topic: Punctuation and Mechanics
WEEK 8	
1/22 – 1/28	Introduction to Research and Annotated Bibliographies Reading: Chapters 14 & 24 Grammar Topic: Punctuation and Mechanics, Cont. <i>Rhetorical Analysis due by 11:59 p.m. on January 25.</i>
WEEK 9	
1/29 – 2/4	Research, Cont. Reading: Chapters 25-27 Grammar Topic: Punctuation and Mechanics, Cont.
WEEK 10	
2/5 – 2/11	Research, Cont. Annotated Bibliography Peer Review
WEEK 11	
2/12 – 2/17	Course Wrap-Up <i>Annotated Bibliography due by 11:59 p.m. on Thursday, February 15.</i> <i>FINAL EXAM due by 11:59 p.m. on <u>Saturday</u>, February 17.</i>