



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 2019

Full Name of Instructor:

Mrs. Kristen Reddoch

Office Phone and WBU Email Address:

Email: kristen.reddoch@wbu.edu

Phone: 817-523-1865 (Text or Voicemail)

Office Hours and Location:

Online—I work full time as a staff member for WBUonline. I am typically available for questions during WBU office hours. Appointments are also available upon request.

Class Meeting Time and Location:

This course is conducted entirely online through [Blackboard](#).

Catalog Description:

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

Prerequisite:

None

Required Textbook and Resources:

Bullock, Richard, et al. *Norton Field Guide to Writing with Handbook*. 5th ed., W.W. Norton, 2019. (InQuizitive access is **required**.)

- **This course is designated for inclusive access via VitalSource.** Full access to the e-book and InQuizitive will be available immediately within the course. This access will be charged to your student account. You have the option to opt out, but if you do, you will need to purchase the textbook and access to InQuizitive on your own. The inclusive access program is designed to be a more affordable way to purchase textbooks, so purchasing the text from a third party is likely more expensive.

More details for accessing your textbook will be posted in Blackboard.

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, reading quizzes, and watching lesson videos. 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:

- A = 1000-900 points
- B = 800-890 points
- C = 700-790 points
- D = 600-690 points
- F = 590 points and below

Final totals will be rounded to the nearest whole number in the tens place, so a total of 854 would round to 850 and 786 would round to 790, etc.

Category	Points Possible	Percent of Final Grade
Weekly Lesson Assignments	500	50%
Major Essay Assignments	400	40%
Final Exam	100	10%

Assignment Descriptions:

1. Weekly Lesson Assignments:

- a. **Reading Quizzes:** All reading assignments will require you to take a short reading quick in Blackboard.
 - b. **Lesson Videos:** You will receive participation credit each week for actively participating in lesson materials and viewing lesson videos. You will be required to log-in to our video system, VidGrid, each week so that your participation can be verified. A log-in link will be provided.
 - c. **Discussion Boards:** 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 other students' posts.
 - d. **Peer Reviews:** You will participate in two peer reviews in this course.
 - e. **InQuizitive Activities:** Each week you will have one or two activities assigned in Norton's InQuizitive platform. These activities will help you practice various grammar skills.
2. **Major Essays:** You will complete four major essays/writing projects throughout this term: a literacy narrative essay, an argument essay, a response and analysis essay, and an annotated bibliography. Detailed instructions and a grading rubric will be provided for each assignment in Blackboard.
 3. **Final Exam:** There will be a cumulative exam at the end of the term. (No proctor required.)

Deadlines and Late-Work:

All assignments are due by 11:59 p.m. **Central Time** on the dates specified in Blackboard. Take note of your individual time difference, and plan your work accordingly.

All late assignments will be assessed a 25% penalty, and no assignments will be accepted for credit more than one week late. Additionally, no assignments will be accepted after the last day of the term.

Special Note: Peer reviews do not fall under this late-work policy because they directly impact your classmates' ability to complete their work. Peer reviews will **not** be accepted late. This includes all steps of the review process. Peer reviews also have special deadlines, so pay close attention to this in Blackboard.

In the case of technical difficulties, email me immediately. If technical difficulties occur when attempting to submit essays, please also attach a copy of the essay to your email. I will use this copy of your essay only to record your submission time; it will not be graded. If you fail to upload the assignment to Blackboard within 24 hours of the issue being resolved, your essay will be subject to the normal late work policy.

Only essays and assignments submitted through Blackboard or InQuizitive 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 work week. 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:

Week	Dates	Course Content
1	Nov. 11 - 17	Course Introduction, The Writing Process, and The Rhetorical Situation Grammar Topic: Grammar Pre-Test and Introduction to InQuizitive
2	Nov. 18 - 24	Pre-Writing and Introduction to Writing Literacy Narratives Grammar Topic: Sentence Structure
n/a	Nov. 25 – Dec. 1	Thanksgiving Break <i>No Course Assignments</i>
3	Dec. 2 - 8	Drafting Strategies Grammar Topic: Sentence Structure (Continued)
4	Dec. 9 - 15	Introduction to Argumentative Writing Grammar Topic: Comma Usage
5	Dec. 16 - 22	Giving and Receiving Quality Feedback (Peer Reviews) Grammar Topic: Subject-Verb Agreement and Verb Tense
n/a	Dec. 23 – Jan. 5	Christmas/New Year's Break <i>No Course Assignments</i>
6	Jan. 6 - 12	Revising and Editing Grammar Topic: Pronoun Case
7	Jan. 13 - 19	Responding to and Analyzing Texts Grammar Topic: Pronoun Reference and Agreement
8	Jan. 20 - 26	MLA Style and Avoiding Plagiarism Grammar Topic: Words Often Confused and Modifiers
9	Jan. 27 – Feb. 2	Introduction to Annotated Bibliographies and Conducting Research Grammar Topic: Using Apostrophes and Quotation Marks
10	Feb. 3 - 9	Evaluating and Using Sources Grammar Topic: Editing the Errors That Matter
11	Feb. 10 - 15	Final Exam

A detailed course schedule with all assignments and due dates will be provided on Blackboard.