



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:

Fall I 2024 (August 12th-October 5th)

INSTRUCTOR:

Jessica Thornhill

CONTACT INFORMATION:

WBU Email: jessica.thornhill@wayland.wbu.edu

OFFICE HOURS, BUILDING & LOCATION:

Online. You can contact me at my email address day or night. I will check Blackboard and my email every day except some Saturdays and Sundays.

COURSE MEETING TIME & LOCATION:

Online

CATALOG DESCRIPTION:

Provides foundational reading and college writing skills; increases vocabulary, comprehension, and writing mechanics. Required for students whose score on approved assessment test is below the minimum entry in [ENGL 1301](#). A "C" or better is required to advance to either [ENGL 0302](#) or [ENGL 1301](#). 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 an EdReady Account within the Wayland EdReady site.

To access these resources, detailed instructions will be provided in Blackboard along with the necessary information needed to set up your account on the EdReady website. We will not be using a hard copy text in this class.

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, and handouts. 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/essays with the use of consistency, sentence variety, and language awareness.
- Apply 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 lab work 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. 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). The policy statement is in your course's Course Information. The policy statement is also available at the following link [Wayland Baptist Statement on Plagiarism and Academic Dishonesty](#)

15. Regarding how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:
- a. No use of any generative AI tools permitted.
 - i. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
 - ii. All assignments must be fully created, designed, and prepared by the student(s).
 - iii. Any work that uses generative AI will be treated as plagiarism.

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 EdReady account during the first week to access lecture notes and the English 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 **11:59 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.
- **LATE POLICY:** All assignments are due as noted in Blackboard. Assignments not completed on time will receive a lowered grade of 10% deduction per day minimum. Late work will not be accepted after 3 calendar days past the due date. For example, if an essay is due on Wednesday at 11:59pm, then the following penalties would be applied if the assignment was turned in late on the following days: Thursday 10% penalty; Friday 20% penalty; Saturday 30% penalty, and the assignment will not be accepted after Saturday (so a zero will be given for the assignment if not turned in by Saturday).

FINAL GRADE FOR COURSE WILL BE BASED ON THE FOLLOWING

ATTENDANCE AND CLASS PARTICIPATION	REQUIRED
READING AND WRITING SKILLS ED READY	35%
WRITTEN ASSIGNMENTS	35%
FIRST DRAFT WRITTEN ASSIGNMENTS	5%
READING/GRAMMAR ASSIGNMENTS	15%
FINAL ESSAY	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.

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

- **WEEKLY TABS:** In this course, you will have different weekly folders under the Course Content menu for each week's worth of work. Contained within these tabs will be the 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. These will also come to your Wayland email. Before beginning the work for the week, please read the weekly announcement first. Try to check the announcements for this course at least three times a week, if not more. Announcements will appear under the general announcements tab on Blackboard.

- **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 a variety of stories, excerpts, and articles pulled from literature, history, science, and other academic areas. When given these assignments, the reading will be linked in the weekly assignments. There will be comprehension questions in response to each reading assignment. These comprehension assignments are due by 11:59 p.m. CST. Reading Assignments will constitute 15% of your overall grade.

- **EdReady:** Each student is required to complete computer-assisted instruction for THIS CLASS via an EdReady account accessed directly through Blackboard. Instructions on how to access this website and to set up your account are given in the Week One Announcement and access is found in “EdReady” folder in Blackboard. These exercises constitute a substantial 30% of your overall grade.
 - In order to register, you will receive instructions in the Week One Announcement.
 - The posted assignments are due every week. You will be graded based on the grades received in the program. You are not permitted to go back and work on a previous week’s EdReady assignments unless given special permission.

- **WRITTEN ASSIGNMENTS :** The written assignments come from the weekly readings. The first draft is due at Wednesday 11:59p.m. CST during the week they are due. I will return them edited and marked for corrections on Friday. The corrected and final draft version of these writing assignments are due by each **Sunday at 11:59 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 35% of your overall average and will include different types of writing, such as paragraphs, essays, and documented essays. The Final Essay will count for 10% of your overall average.

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.