Course Syllabus

Kettering College

ENGL 101-011-OnL: Writing and Rhetoric I

Winter 2019

Course Information:

Course Number:	ENGL 101-011 - Online
Course Title:	Writing and Rhetoric I
Course Meeting Time and Location:	Online

Faculty Facilitators / Contact Information:

Instructor:	Laura Miller
Office:	In the writing center (which is in the library, take an immediate left once you enter the library)
Office hours	Wednesdays 10 to 3 pm. Please email me for a time, as sometimes I'm out of my office for meetings or other r
Telephone:	937-395-8601 EXT. 54916
Email:	laura.edwards@my.kc.edu OR Canvas messaging

**Email or Canvas messaging is best way to contact me. Please allow 48 hours for a reply, Monday - Friday. Emails will not be answered over the weekend or after 5 pm until the following business day.

Course Description:

One of the readings we are using this semester (which comes from *Writing about Writing*, 3rd edition) states, "there is not one universal set of rules for writing correctly, but rather many sets of habits adopted by groups of people using particular texts to accomplish particular ends of activities" and "there is no easily transferable set of rules from one writing situation to another. What transfers is not how to write, but what to ask about writing" (Wardle and Downs, 2017, p. 4).

This course seeks to disrupt your assumptions about writing for academic purposes (and other purposes as well). My goal is to challenge you to think about writing as more than an exercise to earn a grade (though it's kind of always that too when we're in a classroom, digital or otherwise); I'm hoping you will come to see writing as one of many forms of communication, an act you take part in on a daily basis and already know a lot about.

Course Pre-requisites, Co-requisites and Requirements:

- Students taking this course should have access to and be well versed in **Microsoft Word or some other word processing software** and general use of the internet. There are no course prerequisites, however.

Institutional Outcomes:

- **Intellectual skills**: *In what ways are you smarter?*
  Demonstrates continued development in reading comprehension and oral and written communication.

Core Outcomes:

- Construct sustained, coherent arguments and explications in writing, speaking, and other media, for general and specific audiences.

Course Learning Outcomes:

By the end of ENGL 101, students will be able to:
Critical Thinking
● Use writing and reading for inquiry, learning, thinking, and communicating
Writing processes

● Recognize the value of multiple drafts to create and complete successful written and/or electronic texts

● Constructively critique their own and others' works

● Control such surface features as syntax, grammar, punctuation, and spelling

Rhetorical Knowledge

● Learn, identify and adopt conventions of format, voice, tone, and diction appropriate to a specific rhetorical situation in a written or electronic text

Information Literacy and Research

● Find, evaluate, analyze, and synthesize appropriate primary and secondary sources, including multimodal sources, for both print and multimodal texts

● Integrate their own ideas with those of others, including appropriate documentation

Textbook and Other Course Materials:

- *Writing about Writing*, 4th edition. More information on this text can be found on the publisher's website [here (Links to an external site.)](#).
- Students should have stable, high speed internet access and access to Microsoft Word or some other word processing software for written assignments.
- At some point in the semester, we will be viewing a film, which may be viewed on Netflix and will require one week of Netflix (often, if you've never signed up for it, you can get a week for free, though I imagine many of you have access to an account).

Essential Course Policy Information:

- Attendance:
  - It is highly recommended you check into this course and your school email once a day to keep abreast of changes or updates. Otherwise, as an online course there is no typical attendance policy.
- Late/missing work:
  - **Late work will not be accepted and missing work cannot be made up.**

- Withdrawal Link to a Department Handbook

- o Last day to withdraw – refer to the [College's academic calendar (Links to an external site.)](#) for those dates
- Your participation in this course indicates your acceptance of its content, requirements, and policies as they are outlined in this syllabus.

Technical skills and requirements for the course

- You need to comply with the <u>technical requirements (Links to an external site.)</u> as required by the college.
- You should have the ability to <u>use the Canvas Learning Management System (Links to an external site.)</u> to successfully complete the course. Make use of their "Help" button for videos and text on how to navigate certain things, like discussions and dropboxes for assignments.
- You should be able to use Microsoft Word or some other word processing program. If you're struggling, consider making appointment with the writing center. We will help or guide you to someone who can help.
- **Students are responsible for keeping their own copy of submitted assignments and discussion posts. In cases when assignments or discussion posts were not received/posted in Canvas students should be able to resubmit them again if requested by the instructor.**
- If you need technical assistance you are encouraged to contact the KC Help Desk. The Help Desk contact information is available from any Canvas page at the bottom left-hand corner, under the Help link

Copyright policy:

Kettering College values and respects the laws that govern the creation and distribution of intellectual property (copyright) and the rights of members of the academic community to use such intellectual property (fair use). It is the expectation of the administration of Kettering College that students will

be familiar with these laws and use copyright protected works in accordance with the law.

Methods of Assessing Learner Progress

- Essays (70%)
    - Essays will make up the bulk of your grade in this course. Writing as a process, including planning and revision, will be stressed.
        - Project 1: Literacy Narrative
            - Intro to threshold concepts and genre theory.
            - Why writing about writing?
            - Writing process, writing is not natural
        - Project 2: Critique Essay
        - Project 3: Profile of a Writer or Writers in a Group
- Discussions and Journal Assignments (5%)
    - Students should consult the [Discussion Guidelines](#) for more information.
- Multimodal Project (5%)
    - The final project (Project 4) will incorporate media and text into one polished work to be shared with your classmates and possibly other students and faculty at Kettering College.
- Quizzes (5%)
    - Quizzes are always open book; due to this, I expect accuracy and full, complete answers for full credit.
- Source Evaluation (5%)
    - Students will conduct research and evaluate the sources they find. See the assignment for more details.
- General Assignments (10%)
    - Anything that doesn't fit into the other categories falls here, including outlines and writing group activities.

Kettering College Writing Center

The [Kettering College Writing Center (Links to an external site.)](#) offers students the opportunity to work through their writing processes and improve on long-range and short-term writing tasks by participating in one-on-one conferences with trained peer tutors. We are located just to the left inside the library's main entrance. [Register and make appointments online (Links to an external site.)](#).

Please [visit our website](#) (Links to an external site.)for information about our services and helpful resources for students, including a downloadable APA template and multimodal sample projects and helps. We also have a [Facebook page (Links to an external site.)](#), so feel free to like us and share the word.

Grading and Scale

Each essay will be graded according to clearly defined criteria in the form of a rubric. I recommend that you consult this rubric as you revise your essays before you submit your final drafts. Rubrics are available for viewing attached to the assignment's dropbox (click on the settings next to the dropbox and select "show rubric.") **Failure to complete one of the essays results in automatic failure of this course.**
Final grade breakdown:

A = 94 - 100 %

A- = 90 - 93%

B+ = 87 - 89

B = 84 - 86

B- = 80 - 83

C += 76 - 79

C = 72 - 75

C- = 70- 71

D = 60 - 69

F = Below 60

Syllabus change policy

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. Changes to the syllabus will be made with advance notice.

Americans with Disabilities Statement & Non-Discrimination/Academic Support Statement

Kettering College is committed to promoting student academic success by complying with the Americans with Disabilities Act (ADA), and will provide reasonable accommodations for those students *supplying appropriate documentation*.

The Nita Jennings Academic Support Center in the Learning Commons is the designated office on campus to provide services and accommodations to students with *diagnosed* disabilities. You need to provide documentation of your disability to the Academic Support Center if you seek accommodations in this course. Students are strongly encouraged to contact the academic support coordinator to request specific accommodations at least two weeks in advance of the need. The coordinator will arrange necessary internal support and facilitate referral to external resources, as appropriate. Refer to the current Kettering College Student Handbook (Links to an external site.) for specific information.

It is the student's responsibility to notify the instructor and the Academic Support Coordinator regarding accommodations (See Student Handbook). In addition, the Academic Support Center strives to empower all students do develop effective strategies for learning and offers peer tutoring, group tutorials and private consultation.

Your success as a student is of utmost importance to me. If you have a disability or any other special circumstance that may have some impact on your work in this class, and for which you may require special accommodations, please contact me early in the semester so that accommodations can be made in a timely manner.

The Canvas Voluntary Product Accessibility Template (VPAT) outlines the Canvas' conformance with the accessibility standards under Section 508 of

the Rehabilitation Act. It can be found under http://www.canvaslms.com/accessibility (Links to an external site.)

Honor Code:

See Kettering College Bulletin (Links to an external site.) for details

 Policy on Standards of Professional Conduct for Undergraduate and Graduate Students

Make sure that you review the Standards of Student Conduct (Links to an external site.)in the Student Handbook.

Faculty Assistance Statement:

Students are expected to be in contact regularly with their faculty regarding any academic issues of importance to the students, and specifically if they are experiencing any concerns or difficulty with their studies.