

**Course Number & Title** – LAN060 Introduction to English Composition

**Department** – AUD – Arts & Sciences

**Contacting Your Professor**

1. To contact your professor, select “Inbox” from the global navigation bar on the left-hand side of your screen. After selecting “Inbox,” click the pencil in the top right of your screen to begin your message. Type in your professor's name and your message before sending.

**Delivery** – Online

**Course Description** – This course provides instructions in the fundamentals of grammar and the writing process with an emphasis on revision. An introduction to college-level research will also be included in the course. A grade of C- or better is necessary for moving on to LAN101. (3 credits)

**Course Prerequisite(s)** – None

**Student Learning Outcomes** – As a result of this course the student will do the following:

1. Recognize basic grammar terms.
2. Employ grammar rules to identify and draft correct sentence structures.
3. Draft assignments that demonstrate cohesiveness and organization.
4. Employ peer and instructor comments to revise writing.
5. Evaluate research sources to determine credibility.
6. Produce an assignment that follows MLA standards for citing research.

**Course Requirements**

1. *Textbook(s)* – Book information and a price comparison tool can be found at <https://www.lbcbookstore.com/>. Click on “Compare Textbook Prices” in the middle of the page. Here you will find the bookstore’s prices, digital options, plus Amazon and other online retailers.
  - a. Howard, Rebecca Moore, and Amy Rupiper Taggart. *Research Matters MLA 2016 Update*. 2<sup>nd</sup> ed., New York: McGraw-Hill College, 2017.
2. *Materials*
  - a. There are no extra materials required for this course.
3. *Assignments*

- a. **Practice** – All assignments in this category are created to prepare you for the four major assessments in the course. Therefore, practice assignments are graded mostly on effort. Likewise, the course is set up with the majority of your work falling under this category. These are the assignments where you do not have to worry about messing up, since they will have a much lower impact on your final grade compared to the assessments.
- i. 100% - Does not indicate full mastery of the skill, so a student should carefully read professor feedback. However, a 100% indicates that the work shows sufficient effort and careful thought.
  - ii. 79% - Will be given where the practice contains enough mistakes to warrant concern that the student needs to review the course materials in-depth and perhaps seek help from the professor for additional clarification. A 79% will also be given when discussion posts do not show sufficient depth or show evidence of a lack of proofreading. While discussion posts do not have to be perfect in grammar and structure, students are expected to be courteous to others in the course by proofreading posts.
  - iii. 50% - Will be given to partially completed practice assignments or assignments that ignore the direction given.
  - iv. 0% - Students will receive a 0% on all practice assignments not submitted within a week of the deadline.
  - v. A 10% flat penalty is assessed on all practice assignments not submitted by the posted due date.
- b. **Classification Essay** – In the first week of the course, you will develop a five-paragraph Classification Essay that will count as one of your major assessments in the course. Your classification essay will be on a topic of your choice that is separated into three categories. You will need to begin working on this assignment as soon as the course begins to keep up with the due dates.
- c. **Essay Grammar Grades** – During the course, you will engage in a number of grammar lessons that will count under the practice category (mainly graded based on your effort.) Following your completion of the grammar practice activities, you will submit a piece of work (noted on the assignment pages in the course) for a grammar review. The grammar reviews are designed to represent your progression in adopting the grammar lessons over the span of the course. That being said, the Essay Grammar Grades evaluate your progress on what you have learned grammatically in the course up to that point, not just the current grammar lesson of that week in which it is given.
- d. **Final Summary** – You will do three source summaries over the span of the course and the final one will count towards your grade for this assessment. For these assignments you will be working on improving your ability to read academic sources and summarize them effectively. The final summary seeks to evaluate your progress on showing a strong understanding of source, giving a thorough explanation of a source's content, being able to coherently organize a source summary, and projecting a tone that is objective in your summary.
- e. **Final Paper** – Your final assessment is a four-page research paper discussing homelessness and education. You will need to research and use at least four credible, college-level appropriate sources. You will examine a number of appropriate sources throughout the course to give you an idea of what to choose for your paper.

The final paper will be graded for all of the elements of a polished paper. Structure, argument, style, support, interaction with sources, grammar, and format are all important elements and will be thoroughly introduced, discussed, and practiced in class. The paper will be due at the end of the sixth week in the course.

4. *Exams and Quizzes*

- a. There are seven practice quizzes in this course. The quiz scores will be included in the Practice Assignments portion of the overall grade.

5. *Extra Credit*

- a. There are no extra credit opportunities for this course.

## Course Procedures

1. *Course Practices* – This online course uses readings, discussions, and other resources and activities to aid and measure the learning of its objectives. Work through the weeks in sequential order, completing the learning explorations and assignments. Please take these opportunities to interact with the instructor and fellow students about the course content, the learning experience, and the relationships between the material and one's own experience.
2. *Participation Policy* – Attendance and participation for this course take the form of completing of all readings and assignments in a timely manner, contributing to discussions with charity, and actively collaborating with fellow students when required.
3. *Grading Policy, Rating Scale, Use of Rubrics, etc.*

<i>Excellent</i>	A	=	94–100		B-	=	80–83		D+	=	67–69
	A-	=	90–93		C+	=	77–79	<i>Passing</i>	D	=	64–66
	B+	=	87–89	<i>Average</i>	C	=	74–76		D-	=	60–63
<i>Good</i>	B	=	84–86		C-	=	70–73	<i>Failure</i>	F	=	0–59

The weight of each assignment in relation to your final grade is allocated in the following grading categories:

Practice	20%
Classification Essay	10%
Essay Grammar Grades	15%
Final Summary	25%
Final Paper	30%

4. *Late Assignment Policy* – There is no late work accepted for this course.
5. *Make-up Policy* – There is no make-up policy for this course.
6. *Ally Center Statement* – The Ally Center is LBC | Capital's hub for academic services, resources, and accessibility. The academic services include disability services, writing services, and academic mentoring services and are available at no additional cost. To schedule an online or on-campus appointment, or for information regarding resources, locations, and hours of operation, visit [lbc.edu/ally](http://lbc.edu/ally).

- a. *Disability Services* – LBC | Capital is committed to creating an educational environment that is inclusive and accessible, in compliance with the guidelines of the ADA and Section 504 of the Rehabilitation Act. Students choosing to disclose a disability must contact the Disability Services Office to discuss reasonable accommodations.

After speaking with the student and reviewing documentation, reasonable accommodations will be determined. It is in the student's best interest to contact the Disability Services Office as early as possible prior to each new term since professors cannot provide accommodations without verification from the DSO and accommodations cannot be applied retroactively. More information and disclosure forms are available at [lbc.edu/ally](http://lbc.edu/ally).

Please note: Students should register with the Disability Services Office each term for which accommodations are desired; accommodations from the prior semester are not automatically carried over.

The Disability Services Office can be reached at 717.560.8200 ext. 5383 or [DSO@lbc.edu](mailto:DSO@lbc.edu). The confidential fax line is 717.560.8261.

- b. *Writing Services* – The Writing Center is available to help any LBC | Capital student with writing assignments from any course. Students can schedule a one-on-one appointment with professional personnel or peer mentors at any point in the writing process. Writing Services include: assistance in brainstorming and outlining, development of ideas, critique of partial or full drafts, and/or review of formatting and citations. Appointments are available both on campus and online. A variety of writing resources are available at [lbc.edu/ally](http://lbc.edu/ally).

Writing Services can be reached at 717.560.8200 ext. 5389 or by email at [writingcenter@lbc.edu](mailto:writingcenter@lbc.edu).

- c. *Academic Mentoring Services* – Academic Mentoring Services (AMS) provides academic services at no cost to any current undergraduate LBC student. Professional personnel and peer mentors come alongside students to assist with major projects, time management, review of course content, test-taking skills, and study strategies. A variety of academic resources are available at [lbc.edu/ally](http://lbc.edu/ally).

Students may make academic mentoring appointments by phone at 717.560.8200 ext. 5389 or by email at [ams@lbc.edu](mailto:ams@lbc.edu).

- d. *Contact Information*

Location	Email	Phone
Lancaster	<a href="mailto:allycenter@lbc.edu">allycenter@lbc.edu</a>	717.569.7071 ext. 5389
Philadelphia	<a href="mailto:AllyPhilly@lbc.edu">AllyPhilly@lbc.edu</a>	215.329.5400 ext. 5753
Washington D.C.	<a href="mailto:AllyDC@lbc.edu">AllyDC@lbc.edu</a>	301.552.1400 ext. 5806
Online	<a href="mailto:allycenter@lbc.edu">allycenter@lbc.edu</a>	717.569.7071 ext. 5389

7. *Academic Integrity Statement* – As followers of Christ, we need to be fully committed to honesty and truthfulness in all aspects of our lives, including in our academic lives. Therefore, academic dishonesty will not be tolerated in any way. Students are responsible to familiarize themselves with LBC's Academic Integrity Policy and adhere to it. It is located in the Student Handbook.

8. *Statement on Self-care* – College in general is a rich and fulfilling experience, full of opportunities for students. Along with this abundance of opportunities comes the challenge of maintaining a healthy life balance characterized by productive tension, a sensible schedule, and time for rest. Productive tension, at times, can be compounded by unexpected life challenges, causing unproductive levels of stress. This can lead to feelings of sadness, increased anxiety, and an overall lack of focus. For this reason, LBC | Capital strongly encourages students to care for themselves physically, emotionally, and spiritually during each academic term and throughout their journeys. Everyone benefits by support in times of struggle so students are also encouraged to seek help promptly by talking with professors or other College staff about life challenges as related to academic performance and to seek advice regarding available supports inside and outside of the LBC | Capital community.

## Course Resources

1. *Technology Difficulties* – The Help Desk is available to help you with computer and technology problems and questions. Call 717.560.8200 ext. 4357 (HELP), email [help@lbc.edu](mailto:help@lbc.edu), or visit <https://www.lbc.edu/helpdesk>.
2. *Library Resources* – The library subscribes to numerous databases to provide access to scholarly and peer-reviewed journal articles, eBooks, newspapers, magazines, and much more. Online resources are accessible anywhere on campus or remotely 24/7 using your LBC username and password. To access these resources, go to <https://www.lbc.edu/library>. The library website also includes links for students to request research assistance:
  - ASK A LIBRARIAN is for information from an LBC librarian within 24 hours (Monday-Friday).
  - LIVE CHAT is for immediate assistance—usually from a non-LBC librarian.
  - REQUEST RESEARCH CONSULTATION is for arranging an appointment with a librarian, either in-person or online.
3. *Bibliography* – None
4. *Extra Resources* –
  - a. Online writing lab with searchable help sheets: <https://owl.english.purdue.edu/>
  - b. Works Cited citation creator: <https://easybib.com>