



Course Number & Title – LAN100 Foundation for Effective College Writing

Department – Arts & Sciences

Contacting Your Professor – 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

Course Description – This course serves as an introduction to college writing and basic research strategies. This course prepares students to succeed in LAN101: College Composition and Research, which fulfills the freshman composition core requirement and prepares students for other classes requiring academic writing. In this foundational course, students will refine their writing processes by being introduced to the habits of effective academic writers, which include understanding writing as a process and as a conversation. They will also be introduced to the basic strategies for college research. A grade of C- or better (70% or higher) is necessary for moving on to LAN101. A grade of D+ or lower will require that students retake the course. (3 credits)

Course Prerequisite(s) – LAN060/Appropriate placement results.

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

1. Practice a writing process that includes prewriting, drafting, revising, and proofreading.
2. Build academic diction, using appropriate and correct word forms.
3. Demonstrate sound grammar and mechanics in sentence, paragraph, and essay structures.
4. Compose solid thesis statements, topic sentences, and cohesive paragraphs to develop structurally-sound expository essays.
5. Compare and contrast research sources to determine credibility.
6. Use digital literacy tools to develop writing, research, and revision skills.
7. Apply basic academic writing and research conventions to compose MLA formatted and cited writings.
8. Utilize instructor feedback to revise and edit writing for the academic context and audience.
9. Explore the process of writing as a method for communicating a biblical worldview.

Course Requirements

1. *Textbook(s)* – Book information and a price comparison tool can be found at lbcbookstore.com.
 - a. Green, Kathleen, and Amy Lawlor, *Read, Write, Connect, Book 1: A Guide to College Reading and Writing*, Bedford/St. Martins, 2019. ISBN: 9781319106713

2. *Materials*

- a. None

3. *Assignments*

- a. **Discussion Forums (10%):** You will be key builders of the class's writing community by participating in discussion forums. Discussions will take place throughout the course, typically in response to course materials or a set of questions provided by the instructor. Because discussions are meant to enhance the learning community as we interact with each other as a class, discussion posts will not be accepted late. Specific instructions will be given in the course. (SLOs 6, 9)
- b. **Reading Responses (10%):** You will respond to readings in a variety of ways throughout the course. These responses require depth of thought and reflection that indicate not only a thorough understanding of the text but critical reflection as well. Examples may include writing exercises, graphic organizers, and journal entries. (SLOs 2, 5, 6)
- c. **MLA Refreshers (10%):** You will practice effective research and proper documentation of sources according to current MLA guidelines to avoid plagiarism. You will also learn how to integrate your research smoothly into your writing and format your papers for polished academic presentations. (SLO 7)
- d. **Writing Activities (20%):** You will practice key college writing and research techniques. These activities will provide regular opportunities to sharpen writing style, grammatical skills, and sentence and paragraph construction, as well as build a refined writing process. Writing development throughout these activities will prepare you for the course's major research and writing assignments. (SLOs 1–9)
- e. **Midterm Writing Inventory (5%):** You will write a short-answer essay responding to a writing prompt given by the instructor. This inventory provides you with the opportunity to assess your application of patterns of paragraph development, academic conventions, proper MLA 8 formatting and documentation, and grammatical and sentence structure skills around the midpoint of the semester. The instructor will collaborate with you to develop your individual writing goals for the remainder of the semester based upon this writing exercise. (SLOs 1–3, 7, 8)
- f. **Expository Essay (20%):** You will choose a topic and write an expository essay, adhering to academic conventions, to inform an academic audience about a topic of your choice. The writing must be a minimum of 4 pages with a minimum of 4 credible and scholarly sources. Sources must be cited using proper MLA 8 documentation and formatting. (SLOs 1–8)
- g. **Expository Essay Revision & Reflection (20%):** Revision is critical in developing one's writing, but this phase is often mismanaged. Effective, strategic revision techniques equip you to reflect upon your writing and learn how to craft your writing with awareness of your audience and writing context. You will learn to receive constructive feedback and think objectively about your writing so you know yourself better as a writer and learn to make appropriate revisions. You will then submit a revised version of your Expository Essay, applying your instructor's feedback, and write a short reflection on the revision process. (SLOs 1, 8)

- h. **Meeting Participation Reports (5%):** Each week, you will participate in a live meeting led by your instructor to discuss course topics, ask questions, and reflect on what you're learning. These meetings will be conducted online, and you are required to participate either through live attendance or by watching the recording and completing a reflective activity. Further details will be provided by your instructor.
4. *Exams and Quizzes*
 - a. None
 5. *Extra Credit*
 - a. None

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 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, Assignment Weights, 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 this way:

Discussion Forums	10%
Reading Responses	10%
MLA Refreshers	10%
Writing Activities	20%
Midterm Writing Inventory	5%
Expository Essay	20%
Expository Essay Revision & Reflection	20%
Meeting Participation Reports	5%

4. *Late Assignment Policy* – Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for Global Faculty feedback on assignments. Students are expected to submit their assignments on or before the due date. Students who submit work up to fourteen (14) days late will receive a daily penalty of two (2) percent. Assignments will not be accepted after fourteen (14) days or after the end date of the course unless there are verified extenuating circumstances documented in writing. Discussion board postings and group projects will not be accepted for credit after the originally stated deadline in the assignment. Review the [full late assignment policy](#).

5. *Make-up Policy* – See Late Assignment Policy (above).
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.

- 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.

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. The confidential fax line is 717.560.8261.

- b. *Writing Services* – The Writing Services 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.

Writing Services can be reached at 717.560.8200 ext. 5389 or by email at 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.

Students may make academic mentoring appointments by phone at 717.560.8200 ext. 5389 or by email at AMS@lbc.edu.

d. *Contact Information*

Location	Email	Phone
Lancaster	AllyCenter@lbc.edu	717.569.7071 ext. 5389
Philadelphia	AllyPhilly@lbc.edu	215.329.5400 ext. 5752
Washington D.C.	AllyDC@lbc.edu	301.552.1400 ext. 5806
Online	AllyCenter@lbc.edu	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, College staff or the Counseling & Career Center (C3) about life challenges as related to academic performance and to seek advice regarding available supports inside and outside of the LBC | Capital community. They can be reached at C3@lbc.edu.

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, or visit 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 | Capital username and password. To access these resources, go to lbc.edu/library. The library website also includes links for students to request research assistance:
 - CHAT NOW is for immediate assistance – usually from a non-LBC | Capital librarian.
 - ASK US is for information from an LBC | Capital librarian within 24 hours (Monday–Friday).
 - SCHEDULE A MEETING is for arranging an appointment with a librarian, either in-person or online.
3. *Program/Content Coordinator* – artsci@lbc.edu
4. *Bibliography* – None
5. *Extra Resources* – None