

**Course Number & Title** – LAN101 College Composition & Research

**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** – Students are introduced to the culture of the academy, with a specific focus on both the habits and conventions of academic writing that will enable them to be successful writers in the courses throughout their collegiate tenure. Through active engagement in the research and writing process, students will explore the power of language to shape cultural perceptions and communicate a biblical worldview. (3 credits)

A grade of C- or better is necessary before students enroll in a writing intensive course. This course will be worth three credits upon completion with a passing grade.

**Course Prerequisite(s)** –None

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

1. Demonstrate fluidity and clarity of expression and competence in using an academic documentation style.
2. Demonstrate the roles of both writer and editor, interacting with all stages of the writing process: generation, expansion, organization, revision, and editing.
3. Distinguish between revision that extends their thinking and editing that fixes the semantics and structure of their sentences.
4. Discover an appropriate variety of research sources relevant to their writing purpose and audience.
5. Synthesize sources to understand varying perspectives on issues.
6. Construct an informed perspective on issues that engages multiple perspectives and is informed by a biblical worldview.
7. Produce writing in non-fiction, inquiry-based genres appropriate to the subject, context, purpose, and audience.
8. Articulate rhetorical choices as they relate to subject, context, purpose, and audience.

**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. *MLA Handbook*. 8th ed., Modern Language Association of America, 2016.
  - b. Jewell, Richard. “Writing for College.” *Writing for College*, Richard Jewell, 13 June 2016, <http://www.richard.jewell.net/WforC/home.htm> (Online textbook link also located in the Course Resources folder.)
2. *Materials*
  - a. There are no extra materials required for this course.
3. *Assignments*
  - a. **Papers** (50%) – Papers must be submitted in Microsoft Word® compatible from 1997 to present, double-spaced, and in MLA format.

Your papers will be graded on MLA format, content, grammar, spelling, and punctuation. Your Works Cited pages will be graded on the style prescribed in MLA documentation style. Late papers will not be graded without prior permission from the instructor. Plagiarism can result in a failing grade.

    - a. **Informative Essay** (20%) – You will write a two- to four-page informative essay on an assigned topic.
    - b. **Final Persuasive Essay** (30%) – Your final paper is a three- to five-page paper on an assigned topic. You will need a minimum of three credible sources and a properly formatted Works Cited page. Your tone and style should be strictly academic, and high expectations are set for word choice and vocabulary.
  - b. **Discussions** (25%) – Discussions give you an opportunity for class interaction and evaluation. Each original post must be well constructed and directed at replying to the question or task requested.
  - c. **Assignments & Journals** (25%) – You will complete several exercise assignments from the textbook, as well as other writing assignments to aid your progress toward your two papers.
    - a. **Readings** – The reading assignments for the course are required, not merely suggested. The whole-language approach to writing demonstrated in the text will lend tremendous insight into your craft as a writer. The concepts will be a key factor in grading, and the student essays are expected to be the same level of quality as the examples from the text
4. *Exams and Quizzes*
  - a. There are no exams or quizzes in this course.
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:

Informative Essay	20%
Final Persuasive Essay	30%
Discussions	25%
Assignments & Journals	25%

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*

<b>Location</b>	<b>Email</b>	<b>Phone</b>
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.