Name: Dr. Donna Smith
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Office Location: WH 208
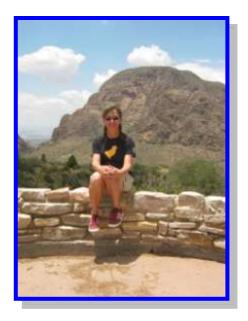   Odessa College
                          201 W. University
                          Odessa, TX 79764
                          Office: 432.335-6548; Cell: 553-1393
Office Hours:
 MWF   10-11   1:30-2:30
 TTH   9:30-11   1:30-2:30

We now have the ability to hold online office hours, so during the times listed above, you can either telephone me or communicate with me via Blackboard Collaborate (which is a function in Blackboard that operates like a webinar). The link for it is in your Blackboard menu under Online Office Hours.

Course Information:

        Title: ENGL 1301: Composition and Rhetoric
        Course Dates: January 22-May 10
        Course Credits: 3 lecture hours
        Location – This course is a full Web course and is conducted in Blackboard.
        Prerequisites – C in ENGL 0370 or a satisfactory placement score

Course Catalog Description:

ENGL 1301 is an intensive study of and practice in writing processes from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. A lab fee is required for ENGL 1301 (Word Processing). (ICOs 1, 2, 3, 5) **Prerequisite: ENGL 0370 passed with a "C" or better** or a satisfactory placement score.

Course Objectives (Learning Outcomes):
Upon successful completion of this course, students will

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.
- Demonstrate competence in using Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

<u>Required Materials:</u>

<u>Textbook:</u> No text required. However, there will be readings and assignment explanations, which I will supply.

<u>Computer Skills:</u>
You must be able to type, browse and research internet, upload and download files, attach files, save files and find files on your computer. You should also have a fully functional word processing program and know how to save a file in Rich Text Format. (There are a number of free word processing programs available for download from the Internet. Contact me for suggestions.)

<u>Course Schedule:</u>
The course is divided into units, and I direct the coursework for each unit as we go through the semester. In other words, the course is <u>not</u> self-paced, but rather, you will have weekly assignments with due dates, and you will complete course units on the schedule that I provide through weekly announcements.

Classes begin	January 22, 2013
Semester ends	May 10, 2013
Census Day	February 6, 2013 (If you drop by this date, then the drop will not count against the six drops total that **you're allowed in your undergraduate career**)
Spring Break	March 11-16, 2013
Last day to withdraw/drop	April 16, 2013: I will not give administrative drops—if you need to drop this class, you will have to initiate the drop yourself.
Student Evaluation of Instruction	April 28-May 4, 2013

<u>Course Requirements:</u>
- Five multi-paragraph essays, 12% each,
- Grammar, preliminary writing activities, group work, discussion board and miscellaneous work: 20%
- Final exam: 20%. The final exam takes place in Blackboard and is not proctored, unless something has occurred that has prompted me to require you to take your exam with a **proctor (see "Policies and Procedures" below).**

<u>Letter Grade Explanation:</u>
    90 to 100 = A
    80 - 89   = B
    70 – 79   = C
    60 – 69   = D
    59 and below = F

<u>Assignments and Late Work:</u>

- Unless you make prior arrangements with me, I will deduct five points per week day for each day an assignment is overdue. <u>After a certain point, your essay may fail as a result of late points deducted.</u> Computer problems are not an acceptable excuse for late assignments. Make sure you have a backup computer in case of emergencies. The Student Learning Center has open access computer labs you can use. Call 335-6879 for hours.

- For full credit, you MUST submit your work via the Assignments link in the Content section of Blackboard.
- Discussion board participation must occur during the time the discussion board is open. Once the **discussion board closes, you lose the opportunity to participate and must take the grade you've** earned.
- At the end of the semester, I will drop the three lowest daily grades. NO ESSAY GRADES WILL BE DROPPED.
- I will take attendance by noting how often you check into Blackboard. You should check in minimally **three times a week. If you are "absent"** for a full week, I will attempt to contact you, either by email or by telephone, unless you contact me first.

What You Need to Know in Order to Complete the Course Successfully:
- This course is NOT self-paced. Typically, I will make assignments on Monday morning with the **deadline coming the following Sunday night. In other words, you'll normally have a full week to** complete assignments. In addition, I will post explanatory and (I hope) helpful announcements several times a week to assist you. So while you can choose when you want to work on your assignments **during a normal week, you'll still need to meet the posted deadlines or else suffer late penalties** (explained later in the policy statement).
- You must have regular access to a computer and the Internet. If your computer crashes during the semester, you must find an alternate computer and continue to access the course and submit assignments on time. A computer crash is NOT an excuse for failing to work the class. The Student Learning center (first floor of the library) has open access computers that are available for your use when campus is open. You can call them at 432-335-6673 to learn their hours.
- You also need to activate your OC student email account, if you have not already done so. When I post announcements in Blackboard, they automatically go to your OC student email account. If you have **not activated the account and/or are not checking it, then you're missing one of the regular means I** use to communicate with you. The instructions for doing so are on OC's home page. Please use your OC student email to work the course and to communicate with me.
    - When you communicate with me via email, read your emails over before you send them to **me. When you talk to me, you're talking to your** English teacher, and thus, you need to make sure that you're communicating clearly. **Please don't use texting abbreviations when communicating with me.**
    - Before you hit "send," ask yourself if you've given me enough information and background to answer your question or respond to you.
    - From your point of view, it sometimes feels like it's just me and you in the class, but from my point of view, I have lots of students, and sometimes I don't immediately remember the particulars of your situation, even if we've communicated before.
- **You need to know how to attach a file when you're submitting through Blackboard. All your graded** work must be submitted as file attachments. Failure to do so may result in penalties.
- You will need a word processing program of some type (Word, WordPerfect, Works, Open Office, etc.). If you use word processing software other than Microsoft Word, you will need to save your work in Rich Text Format. Otherwise, I may not be able to open it and grade it. If I cannot open your do**cument because it's saved in a format other than Word or Rich Text, you may be subject to late**

penalties (even though you submitted the work on time—**if I can't open it to read it, then it's not submitted**).

- You should always save multiple copies of everything you do—**both on your computer's hard drive and in a backup system**, like a USB thumb drive. Never, ever give me or any other teacher the ONLY copy of your work.
- Because there is some audio and video content, you will need working speakers. There are also PowerPoint presentations as part of the instructional material. If you do not have PowerPoint installed on your computer, you can download a free PowerPoint viewer at http://www.microsoft.com/download/en/details.aspx?id=6.

Summary of Assignments & Activities

Essay One ~ 3 weeks	Each essay will take on a different rhetorical format and will incorporate outside reading sources, will require preliminary works and drafts, and will teach principals of individual and collaborative editing. Throughout the writing process, we will also cover grammatical concepts, including sentence structure, agreement, and logic.
Essay Two ~ 3 weeks	Essay Two
Essay Three ~ 1 week	Timed, in-class essay
Essay Four ~ 4 weeks	Essay Four
Essay Five ~ 3 weeks	Essay Five
FINAL	The final is an essay similar to the kind you wrote in essay three, though typically in response to a reading.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the **time I'm unavailable.**

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
   - provide clear information about grading policies and assignment requirements in the course syllabus, and
   - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - post grades for discussion postings within one week of the discussion thread closing.
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
   - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
   - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
   - **getting "kicked off" of the system during tests or quizzes;**
   - having trouble submitting assignments; and
   - dealing with a traumatic personal event.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
   - seek out help from my instructor and/or from tutors;
   - **ask questions if I don't understand; and,**
   - access my course several times during the week to keep up with assignments and announcements.

Cheating/Academic Dishonesty
Plagiarism is defined as using someone else's words and/or ideas without giving that person credit. Plagiarism includes copying and pasting from the Internet, turning in a purchased piece of work, **working with a classmate and each of you turning in exactly the same product. If you plagiarize an assignment, you'll receive a zero on** that assignment without the option of re-doing it for a higher grade.

Student Assistance and Academic Support: Odessa College offers free tutoring services through the Student Learning Center which is located on the 3rd floor of the LRC. Online instruction is also available. It is each **student's responsibility to seek assistance if** needed. You may call (432) 335-6878 or drop by. Be sure to take

your book, notes and the assignment if seeking help from the tutors so that the complete information is available.

ADA Policy: SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student E-mail: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Technical Support: For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies: For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.