

## English 112/51: Composition & Rhetoric II

John Carroll University/Summer 2015

**Instructor:** Karen Wilson

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**Prerequisite:** Successful completion of En. 111 or an equivalent transfer.

**Required Text:** Hacker, Diana and Nancy Sommers. *A Writer's Reference*. 8<sup>th</sup> ed. Boston: Bedford/St. Martin's., 2014.

**Course Description:** This is the second semester course in your Freshmen English sequence. This course takes those critical reading, writing, and thinking skills you have been developing and asks you to apply those to the art and mechanics of argument and research. The end result is an 8-10 page, fully documented research essay. This is also a **web-based only class**: we will not meet on campus. And as such:

**Time Commitment:** You will be required to do all your work (readings, submitting assignments, participating with other students and completing all additional requirements) in the Blackboard environment. Communication will happen between us via JCU email and blackboard announcements. You are expected to devote enough time each week to complete your assignments. In case you are not familiar, an online class can take as much, if not more, time than a traditional face-to-face class. On top of that—a summer class of 7 weeks moves more rapidly than a semester length class of 15 weeks and yet covers the same amount of material. To be successful in this class, you should have good organizational and time-management skills. Communication is key. Stay up-to-date with your work, your grades and your discussions. It is expected that students will spend 2-3 hours outside of the classroom for every hour “in the classroom” working on the class. For this 3 credit course that should be a minimum of 15 hours per week.

**Attendance:** As on online class, you should not have any reason to “miss” class. In this class, failure to post or respond to post will be considered online absence. To account for emergencies, you may “miss” **one (1)** discussion board post. After this you will lose 10 points from your final grade for each additional “missed” post; you can’t “make up” missed posts.

**Required Materials:** --Consistent internet access, preferably on a home computer.  
--Word processing program  
--Method for saving files (email, flashdrive, etc.)  
--*A Writer's Reference 8<sup>th</sup> ed.*

**Students with Disabilities:** In accordance with University policy, if you have a documented disability, you may be eligible to receive accommodations from the

office of Services for Students with Disabilities (SSD). Students with disabilities are entitled to reasonable accommodations and should have equal access to learning. Please contact the SSD coordinator, at (216) 397-4967 or come to the office located in room 7A, in the Garden Level of the Administration Building. After your eligibility for accommodations is determined, you will be given a letter which, when presented to instructors, will help them know best how to assist you. Please keep in mind that accommodations are not retroactive, so it is best to register at your earliest convenience.

**Academic Integrity & Plagiarism:** This is the unacknowledged use of someone else's ideas or words. When in doubt, cite; no harm comes in citing. Plagiarism is taken seriously here. A plagiarized paper will result in a "0". If it is found to be intentional, you will fail the course. Just don't. Use your talents (however limited you think they are) for good, not for evil. Established rules are set forth in the undergraduate bulletin around pg. 112.

**Learning Outcomes:** John Carroll expects that JCU graduates will be able to:

- Demonstrate an integrative knowledge of human and natural worlds
- Develop habits of critical analysis and aesthetic appreciation
- Apply creative and innovative thinking
- Communicate skillfully in multiple forms of expression
- Act competently in a global and diverse world
- Understand and promote social justice
- Apply a framework for examining ethical dilemmas
- Employ leadership and collaborative skills
- Understand the religious dimensions of human experience.

**Library:** There is an icon in blackboard that will take you to the library website. **Summer Hours:** Sun: CLOSED, Mon – Thurs: 8 AM – 8 PM Fri: 8 AM – 5 PM Sat: 10 AM – 6. There are reference librarians available for one-on-one help during the writing process. Hours there are: M-Thu: 10AM-8PM, Fri: 10AM-5PM, and Sat: 1-6PM. Ways to talk to librarians: online, text, IM, phone. Check it out. I highly recommend you seek out the reference librarians at least once during the research process.

## **COURSE REQUIREMENTS:**

**Discussion Board: (10 points each, so 90 points total):** Posts: 9 initial posts and 9 responses to posts.

**Various mini-assignments: (0-50 points depending on what I include here)**

**Peer Review: (20 points each review):** 3 peer reviews. One each for papers 2, 3, & final essay

**Papers: (500 pts.):** 1. Annotated Bibliography and Proposal (100 pts.)  
2. Problem/Issue Essay (100 pts.)  
3. Solution Essay (100 pts.)  
4. Final Research Essay (200 pts.)

I reserve the right to change, modify, or delete any assignment. I will not add any major assignment to this class. There is no final examination in this class; your final research essay is your final.

You must complete all assignments in this class in order to pass. Keep in mind that all writing for this class is public, so if you do not want anyone to read it, don't write it in this class.

I encourage you to keep up-to-date with your grades during the class. Check MyGrades often. I will be happy to discuss your progress during the class. You will receive feedback both from me and from your peer reviews. I don't quibble with points. Final grades will not be negotiated. I don't do extra credit.

### **Paper Expectations:**

Typed in a professional font; 12 point type

- Double-space with 1" margins.
- Name, date, assignment on upper left
- Last name & pg. # as header in upper left
- Title in center, not underlined or in quotation marks
- Complete assignment
- Follow directions. As silly as this may sound, read the assignment carefully and follow directions carefully. Review all peer review directions before and after before turning in your final draft. Not following directions will result in a lower grade, no matter how brilliant the essay.
- Uploaded into Blackboard. All work must be uploaded into blackboard by the time deadline on the date which it is due. You are responsible for making sure your paper is correctly and timely uploaded. You will need to deal with any technical difficulties beforehand. Help desk: 216-397-3005. Papers not uploaded by due

date & time will be considered late and will be penalized by 10%. Nothing is accepted after 24 hours after deadline.

**To upload into Blackboard:**

1. Login to our Blackboard site.
2. Select the “Assignment” button (on the left).
3. Click on the View/Complete for relevant assignment.
4. Scroll to the box that lets you browse to select a file. Select a file.
5. {Decide whether to check the Global Database box—you don’t have to.
6. Click “Submit”. It should submit quickly. If not, try again.
7. Go to your Gradebook. Look for a green and white exclamation mark next to the assignment. If you see it, your paper was successfully uploaded. If not, your paper did not upload. Try again. If you have repeated difficulty, check browser, internet connection and your file type. If you have serious issue, contact the Help Desk at: 216-397-3005.

**Late Work:** Unless otherwise noted, all deadlines are due by 5:00 **PM** on the day it is due (I’m hoping that having it due by five will prevent or alleviate any midnight dilemmas.). You are responsible for reliable internet connection and back-up work. Give yourself time to “play” in blackboard to become familiar with it, if you are not already proficient. Back up your work regularly. Make sure your files are acceptable to blackboard when uploading. “My internet broke”, “Blackboard doesn’t like me and won’t take my work” are not acceptable excuses (so says the dog). Avoid Internet Explorer which has been known to have compatibility issues.

I will accept **papers only** up to 24 hours late with a 10% deduction. Anything more than 24 hours late will not be accepted.

**Course Grades:** Your grade here is based upon points. Your percentage/letter grade comes from dividing your total points by the total points available. In general: 90-100% Excellent work 80-89.9% Good work 70-79.9% Average work 60-69.9% Marginal work 0-59.9% Poor/failing work

JCU grading system is as follows:

93-100	A	77-79.9	C+	0-59	F
90-92.99	A-	74-76.9	C		
87-89.99	B+	70-73.9	C-		
84-86.9	B	67-69.9	D+		

**Email and etiquette:** As stated before, the JCU email and blackboard are our only official means of communication. I will respond to an email within 24 hours; if not, then I haven't received your communication. I will usually check email and blackboard in the morning (before noon) and again in the early evening (probably before 9pm). When you email (adapted from Purdue OWL):

- Include subject in subject line—at least the class.
- Consider it a letter: open with salutation such as Dear Karen or Karen (if you are not sure of your professor's name or title, use Professor or Prof).
- Use standard spelling, punctuation, etc. Email is not a text.
- Write clearly and be direct.
- Don't send a blank email. If you are sending an attachment, identify yourself and say so.

**Respect:** In any class, I try to give you respect as a student and a person. I will do this by my timely and consistent response to emails and feedback on assignments. I will also try to help you through difficult material. In this online class, it is more important that you work to be respectful to your fellow students. You can do this by completing your assignments in a timely fashion, dedicating a sufficient amount of time to this class to make a real contribution, being patient as you and others work through the material in the class, remain open to new ideas, and use respectful language in posts and emails.

So—there is the syllabus so far. Because this is an online class, I have tried to include everything in here (probably including the kitchen sink). Much of this may seem repetitive and redundant, and for that, I apologize.

At this point, the syllabus will follow. My goal for you is to pass this class, but keep in mind that it is your responsibility. If you have a problem, let me know as soon as possible, and I will try to help.

### ***TENTATIVE SYLLABUS: WEEKLY COURSE SCHEDULE***

*Things may change, but here is how syllabus looks now:*

#### **WEEK 1: (Monday, 7/6-Saturday, 7/11):**

- Read syllabus
- Read paper 1 and final paper instructions
- Read in *Writer's Reference*:

- Read handouts/videos for week 1
- Read in *Writer's Reference* on annotated bibliographies
- Read discussion board guidelines
- Complete discussion board posts 1 & 2 (Tues. & Thurs.)
- Complete discussion responses(Fri.)

**WEEK 2: (Sunday, 7/12-Saturday, 7/18):**

- **Paper 1 due(Wed. 7/15)**
- Review paper 2 directions, etc.
- Complete discussion board posts 3 & 4 (Tues. & Thurs.)
- Complete discussion responses(Fri)
- Read Peer Review Guidelines

**WEEK 3: (Sunday, 7/19-Saturday, 7/25):**

- Post Paper 2 draft to Peer Review(Sunday)
- Review Peer Review Guidelines
- Complete peer review of Paper 2(*by Tues. 7/22*)
- **Paper 2 due (Wed. 7/22)**
- Read Paper 3 directions
- Complete discussion board posts 5 & 6 (Tues. & Thurs.)
- Complete discussion responses(Fri)

**WEEK 4: (Sunday, 7/26-Saturday, 8/1):**

- Post Paper 3 draft for Peer Review (Sunday)
- Review Peer Review Guidelines
- Complete Paper 3 Peer Review(*by Tues. 7/29*)
- **Paper 3 due (Wed. 7/29)**
- Re-Read Final Essay directions
- Complete discussion board post 7 (Thurs.)

- Complete discussion response(Fri)

**WEEK 5: (Sunday, 8/2-Saturday, 8/8):**

- Week 5 video
- Complete discussion board post 8 (Thurs.)
- Complete discussion response (Fri)

**WEEK 6: (Sunday, 8/9-Saturday, 8/15):**

- Week 6 video
- Complete discussion board post 9 (Tues.)
- Complete discussion response(Fri)
- Read sample final paper

**WEEK 7: (Sunday 8/16-Thursday, 8/20):**

- Review revision checklist
- Post final paper draft to Peer Review(Sun.)
- Complete final paper peer review responses(Tues.)
- ***Submit Final Paper final draft (Thurs).***
- Complete Course Survey
- Grades due on Mon. 8/24