**WR 115 - Introduction to College Writing**

**Instructor:**  Susan Pesti-Strobel; pestiss@linnbenton.edu

**Course info**: Fall 2020; CRN 20039-05

**Course home page:**  Moodle <https://moodle.linnbenton.edu/course/view.php?id=12033>

**Meeting via Zoom:**  Tuesdays, 10:00 - 11:20; via: <https://linnbenton.zoom.us/j/93398020087>

Personal time: Thursdays, 10:00 - 11:00. Virtual office hours via Zoom,using the same

link as for classes (see in above)

**Be sure to read the update to the attendance policy, highlighted in orange, p. 3**.

**Course materials and prerequisites:**

**Prerequisites: Placement into WR115 by CPT or successful completion (C or better) of WR095 or ENL095W.**

**Textbook:**  *40 Model Essays, A Portable Anthology.* Eds. Aaron, Kuhl Repetto. 2013.

**Handbook:**  *The Little Seagull Handbook with Exercises. 3E.* Eds. Bullock, Brody,

Weinberg.

**Technology needs:**  internet, Wi-Fi, computer (some functions do not work well on phones)

**Campus resources for your writing needs**:

* Me. Of course. Please contact me often with questions and concerns.
* The Writing Center: [www.linnbenton.edu/writing-center](http://www.linnbenton.edu/writing-center) and [Online Writing Lab](https://www.linnbenton.edu/current-students/study/learning-center/writing-assistance/online-writing-lab-owl.php)
* The campus library: <http://library.linnbenton.edu/home>

**Welcome to class!**

**I am excited to have you in my class and look forward to coaching you to become a conscious writer.**

**\*\*\*IMPORTANT: This syllabus contains crucial information about class and your assignments. Read it carefully; read it often. You are responsible for knowing the contents.**

**Course description:**

**In a workshop format, you will**

* Practice a variety of techniques for writing and revising paragraphs and essays
* Read an assortment of essays to develop your good critical reading skills and enhance your writing
* Review and use strong study skills, grammar and mechanical skills, and collaborative skills throughout the term

**Learning outcomes**, or, with your successful completion of the class, you will be able to

1. Write thoughtful, clear, and focused paragraphs and essays for a variety of purposes.

2. Illustrate critical reading by clearly summarizing, paraphrasing, and directly quoting.

3. Distinguish your ideas from others’ ideas.

4. Focus on a main point and develop this main point clearly and logically using examples and illustrations in a well-organized essay.

5. Revise writing using standard college editing and proofreading conventions (grammar, syntax, spelling, punctuation).

## **Course policies, or how to do well in class**

## **Attendance and participation**

**1) Come to class: Yes, you must show up regularly in our virtual class and engage with the rest of us. Be part of a supportive community.**

**2) Do the work: Keep an eye on assignments in Moodle, both individual and collaborative ones, and complete them fulfilling the requirements and on time.**

**3) Communicate: Remember that it is not enough to sign in to Moodle, but you need to “talk” to me and/or your classmates.** You can send messages via Moodle or email me directly at pestiss@linnbenton.edu . Remember: messages from Moodle will appear in your LB student email, but to answer, you must go to Moodle.

**How do you *attend* in a remotely taught class?**

* Our class will be taught in a combination of **remote** (work independently at your own pace) and **virtual** setting. Virtual means that we will meet via **Zoom sessions on Tuesdays, 10:00 - 11:20, which you should attend as regular classes. These classes will be participatory, therefore, be sure to organize your out-of-class activities accordingly.**
* **Attendance points: You will start class with 10 attendance points, but will lose 2 points each time you miss a Zoom meeting.**
* **Update, 10/07/20: Because it might be inevitable for you to miss class on occasion, I am updating our Zoom attendance policy. Please read and follow it carefully in order to save your attendance points and stay informed on class material:**
	+ **You must email me ahead of time that you will miss our Zoom session**
	+ **You must watch and email me a detailed summary of the Zoom recording within 24 hours of my posting the recording in our Moodle class**
	+ **You may use this option up to three absences**
	+ **If you know of any extenuating circumstances to keep you from attending for more than three meetings, be sure to let me know immediately**
* **Important: students who are inactive the first week of class (do not attend Zoom, do not sign in to Moodle, do not contact me) will be dropped from class.**

**How to do class work - well - in a remote class?**

* **You are responsible for staying on top of things.**
* **You will do your coursework on Moodle.** You can download Moodle as an app on your phone, but my students tell me it is better to do assignments on a computer.
* **Check Moodle often and directly. Do not rely on an email notification because some functions do not notify you - you must go to the mountain, as they say. There is a tentative schedule in a calendar format on Moodle to see the actual assignments and when they are due.**
* Even though we will work remotely, you will also **work collaboratively.** You will receive specific instructions for each collaborative Forum session, so read them carefully, and do the work for full credit.
* **IMPORTANT:** contact me immediately 1) if you have an already scheduled absence of length, and 2) if you are experiencing an emergency absence during the term that will hinder your doing class work by the deadline. I will help you figure out what to do.

### **How much time should you set aside for doing the work in our class?**

* In addition to Zooming, count on **5 - 7 hours a week, depending on your own pace of doing things, like reading and writing.**
* **You are responsible for budgeting your time.** I suggest you spend more time in our virtual classroom (Moodle) early in the term, until you get a feel for the schedule and amount of time you need to spend in order to complete all the tasks.
* When you will be collaborating with others, you will need to check in often to see what others are doing in your Discussion Forum and respond in time for everyone to be able to complete the task. Budget your time!

### **Safe conduct in our class**

* In order to create our class **a safe place** for everyone**, be respectful both to yourself and others.**
* We will be discussing a variety of issues and ideas in class. It will be inevitable that stances will differ on them. Please respect the differences and remember that such conversations should never target the person, just the ideas. Even so, we will also endeavor to find common grounds.

**Zoom etiquette - or how to get the most out of our Zoom sessions**

We are in it together, so let’s make our Zoom sessions a pleasurable and learning environment. To achieve that, please

* **Be on time**
* **Be polite**
* **Be prepared**
* **Be active**

During sessions, please

* Be in an environment without distractions
* Use headphones or earplugs for better sound connectivity
* Be in an environment that is unoffensive to others
* Mute your microphone when you are not talking
* Have your camera on
* Raise your hand or use the Raise Hand icon so that I can call on you
* Use the Chat function to ask relevant questions

### **Coursework, Assignments, and Grades**

**Types of assignments:**

**Important:** You will be **responsible** for the correctness and timeliness of submitting **all of your work.**

* **Formal papers:** You will write two formal papers in a formal essay format, formatted according to specific requirements, which will be included in the assignment description. Be sure to read **the relevant assignment descriptions carefully.** You will write and workshop rough drafts for these essays, collaborating with your classmates. When your assignment requires you to use outside sources, you must make sure that you cite them correctly. We will practice this.
* **Workshop exercises:** You will write and submit a variety of short exercises that will help you prepare for your formal papers. Topics will include: reading response, summary, grammar, freewrite, citation practice, to name a few. Though these exercises are less structured, they will be graded based on requirements in the task description, so be sure to read them very carefully.
* **Final exam practice:** You will be able to write a practice version of a final exam for this course in a similar fashion to the actual final exam.
* **Final exam:** You will write your final exam during a three-hour window on Monday, Dec 7, or Tuesday, Dec 8. More details as we get near the date.

**70% of your Course Final Grade:**

Two formal papers @ 50 points each 100 pts

Workshop exercises @ 5 pts each 100 pts

Final exam practice 40 pts

Attendance 10 pts

**Total 250 pts**

**30% of your Course Final Grade:**

Final Exam Calculated grade

**Testing/Final exam**

One of our writing assignments will be the Final Exam for this class and will **count for 30% of your final grade.** We will prepare for the exam together on Moodle and you will also write a practice exam. You will write both the practice and the actual exam in Moodle through a unique link that will be added to our classroom page later in the term.

**Exam time: Monday, Dec 7 - Tuesday, Dec 8.** Please be sure to be available at the time. I will share more details as we get closer to those dates.

**Overall grading:**

|  |  |  |
| --- | --- | --- |
| Letter | Percentage | Performance |
| A | 90% – 100% | Excellent work |
| B | 80% - 89% | Good work |
| C | 70% - 79% | Average work |
| D | 60% - 69% | Poor work |
| F | 0 – 59% | Failing work |

### **General guidelines for turning in written assignments**

* **Rough drafts** – you will submit your work-in-progress or rough draft to a peer review workshop in a designated Forum. It can be very rough, like brainstorming even, but have a text for a colleague to read.
* **Final drafts** – you must turn in final drafts completed and revised **by a strict deadline on Moodle, in the Assignment function. Google Docs is an ideal choice because they are easy to share and comment in,** but I will set Moodle to allow other document formats as well, like MS Word/.doc or .docx, or PDF, or RTF. Let me know if you need help. For technical help, contact the Student HelpDesk student.helpdesk@linnbenton.edu
* **I will not accept emailed assignments.** You must submit directly to Moodle.
* You have **ONE “Get out of Jail Free”** card: you must notify me 24 hours before the deadline that you would like to use it. It means that you may hand in the final draft within a week after the due date and get full credit.
* **Late papers:**
	+ **For full credit, papers are due on the due date. (It makes sense)**
	+ A paper that is late by up to three (3) calendar days will get one grade point less than the actual grade. For instance, from A down to a B, etc.
	+ A paper that is late by four (4) calendar days or more may receive a zero (0). Again, be sure to let me know of extenuating circumstances **before** the paper is due (24 hrs).
* **IMPORTANT: Plagiarized papers**: **papers without correct in-text citations and corresponding Works Cited of sources other than yourself will get a zero (0).** I will discuss such cases with you privately and hope to clarify what happened. See p. 7 for more details.
* Remember that the **LBCC Writing Center** is available to you. Be sure to use their services at any stage of your writing process. [www.linnbenton.edu/writing-center](http://www.linnbenton.edu/writing-center)

### **Revised papers**

I will be happy to help you get a better grade on a paper **if** you do the following:

* You must **let me know** you want to revise a major paper for a higher grade **within 24 hours** of my posting your grade on Moodle. **You must submit the revised paper not later than seven (7) days after I give you permission.**
* You **must work on the revision with the Writing Center** – they will notify me of your revision session.
* You must hand in your revised paper **with the revisions** **in bold.** (We will discuss details) **These revisions must be substantial improvements on the original text. While correct punctuation *can* make a difference in a text, I expect improved content as well.** I reserve the right to decide whether the revisions justify a grade higher than the original one.
* In general, a revised paper may receive **up to one grade point** higher than the original paper: D to C, C to B, B to A, if the revisions do indeed elevate the contents of the paper to that level.

**IMPORTANT:**

**Course schedule** (calendar of activities) **and overview of assignments** - please see in a separate document linked to our Moodle home page.

**Disclaimer:** should it become necessary that I make changes to our schedule and/or policies, I will make those changes and let you know on time.

**College Policies**

### **Academic Dishonesty** **or cheating**– Administrative Rule No: 7030 – 02 (LBCC website)

* **In essence, do not claim somebody else’s writing or other intellectual material as your own, i.e. do not plagiarize.**
* **Always credit a source other than yourself.**
* **If you use a source without crediting it, i.e., you plagiarize in a paper, you will receive a zero grade and may fail the class altogether. Be sure to ask me if you are unsure about how to cite sources correctly, as well as use your resources:** *The Little Seagull Handbook,* <https://owl.purdue.edu/> etc.

**LBCC Email and Course Communications**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

**Disability and Access Statement**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with [CFAR Website](https://www.linnbenton.edu/cfar) as soon as possible.

**Statement of Inclusion**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive, and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating, and problem-solving in an ever-changing community and diverse workforce.

**Equal Opportunity and Statement of Non-Discrimination.**

**Basic Needs Statement:**

Any student who has difficulty affording food or finding a safe and stable place to live, or who needs assistance with resources for transportation, childcare, etc., is urged to contact the Roadrunner Resource Center for support and referral to community resources. Also, please talk with your instructor if you are comfortable doing so. This can help them direct you to the appropriate office and resource.

**Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

**Non-Discrimination Policy**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. Everyone in the LBCC community has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill.