**Fall 2020—WR 95**

**College Writing Fundamentals, CRN 24136**

**Welcome!**

**Instructor: Meredith Whitmore**

**E-mail:** [whitmom@linnbenton.edu](mailto:whitmom@linnbenton.edu)

**Official Office Hour:** Fridays from 10 a.m. to 11 a.m.

**Cell Phone:** 719-306-4510 (there is a long pause before my message kicks in).   
I always return voicemail messages when I cannot answer the phone. However, I can rarely answer voicemails and texts Monday through Thursday during regular business hours. And text me ONLY if you identify yourself first. Thank you in advance. ☺

**Online Office Hours via Zoom:**As stated,my official office hour will be every Friday from 10 a.m. to 11 a.m. But I can be flexible most Fridays, so I can sometimes “wiggle” that time depending on what students need—*IF they make an appointment*. Also, more than one student can join in a Zoom office hour, depending on the topic discussed.Sometimes it is possible to meet during evenings and weekends, **but I need notification in advance for this.** I want to support you!

**Office Location:** Zoom, meeting address to be sent via Moodle or email.

**When to Call or Text Me When to Email Me**

**•You need to reschedule an appointment • You are confused about an assignment**

**• You are confused about an assignment • You have a question related to class**

**• You have a question related to class • You have a question about grades**

**Required Texts**

* *SURPRISE! None!! But there are helpful print and eBook options that we will discuss during the first or second week of class.*

**Required Accounts and Materials**

* LBCC Student Email Account – see [this page.](https://www.linnbenton.edu/student-services/email/index.php)
* Moodle Account – A link Moodle can also be found on the [this page.](https://www.linnbenton.edu/student-services/email/index.php)
* (Optional) Three-ring binder for packet and various handouts that you might want to print out for notes and packets.

**Course Description**

College Writing Fundamentals reviews the writing process, components of good academic writing, conventions of Standard English, and college success strategies. You will acquire pre-writing strategies, practice the drafting process, develop grammar skills, learn the elements of essays, write short essays, and develop your ability to be a successful college student.

**Course Outcomes:**

Upon successfully completing WR95, you will be able to:

* Use the writing process to effectively plan, draft, revise, edit, and proofread essays.
* Use specific, sufficient, relevant support as evidence to develop ideas.
* Use appropriate writer's resources effectively.
* Organize a piece of writing so that the reader is effectively guided through the text.
* Edit and proofread papers for Standard English, correct punctuation, and MLA formatting.
* Demonstrate a personal understanding of college culture and student success behaviors.

**Your overall course grade** will be based on the following:

**(10%)**Office Hour Attendance. You must attend one Zoom office hour by Friday, October 30. (If you need to attend more before then, though, that is fine.) You must attend a second office hour by Friday, November 20. You may not attend two office hours in a week for this credit. Please do not delay attendance until the end of the time limit—our schedules might be difficult to coordinate at the last minute. I reserve the right to deny appointments if people procrastinate. ☺)

**(15%)     Homework and Journals**

**(20%)    Quizzes**

**(40%)    Formal Essays** (3 total)

**(15%)     Final Exam** (grammar and essay)

100%-90%= A 89%-80%=B 79%-70%=C 69%-60%=D 59%-0=F

**Course Policies**

**Office Hour Attendance (Zoom Conferences)**

You need to attend one (1) required office hour with me by Friday, October 30. The other office hour is required by Friday, November 20. To ensure your success, it is wise to talk to me earlier in the term than during the last week of October or third week of November. ☺

I will also add several activities that are not writing related so students can get to know and support one another, even online.

**Homework and Journals**

There will be some written homework, grammar homework, and journal writing homework in this class. The written homework will be shared in Google Docs. The grammar homework will be done through English Essentials (more information on that during the first week or two). Each week we will be practice journaling in a document you will share with me. These pages are your own writing, two (2) typed/double-spaced pages each week, due every Sunday. You are not graded for grammar (though do your best anyway, for your own sake). ☺ You will be given a topic each week for 1 page in your journal. The other page will be based on whatever you want to write about. Some journal questions will be offered as a place to start. Please identify your topic in your journal title.

**Quizzes and Tests**

There will be a few grammar quizzes, reading quizzes, and or other content quizzes during the term. Some quizzes will be done in English Essentials. Other quizzes will be in Moodle or on Google Forms.

**Formal Essays**

We will write three (3) formal essays in this class. Each essay is worth 100 points. We always work through each stage of the writing process: brainstorming, writing, editing, proofreading, and revising until the final draft feels complete. Students will get feedback from me, from each other, and, if they desire, through the Writing Center staff. On the first two essays, you will have a chance to revise for a higher grade. It will be fun. ☺ I promise.

**Final Exam**

There will be a final written essay exam and a final grammar exam toward the end of the term. We will talk more about it as the term progresses so that you feel prepared.

**Late Policy**

* **All homework** is due at the date/time specified. No late homework is accepted unless prior communication has taken place between student and instructor.
* **Essays** will be deducted 10% for every day they are late. Late work is not eligible for revision.

**Make-up Work:**

* **Missed *quizzes***canbe made up ONLY if arrangements have been made BEFORE the quiz and at the instructor’s discretion. If you have an emergency, medical or otherwise, please let me know. We can discuss the situation.
* **The *final exam*** can be made up IF you arrange in advance with me or can verify an emergency or crisis.

**Our online classroom environment** is one where the instructor and students respect all ideas and opinions and encourage one another to take risks as learners. Though we are asynchronous online, office hours, whether group or individual, will be live.  I will keep the learning environment safe for learning and focused on the task at hand; you will be aware of your responsibilities as a student, which includes not disrupting the learning environment (See “Student Conduct” section of Student Handbook).

**Accommodations**: 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 the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**LBCC Board of Education Statement on Diversity:** We believe that the LBCC community is enriched by diversity. Everyone has the right to think, learn, and work in an environment of respect, tolerance, and goodwill. We actively support this right regardless of race, creed, color, sexual orientation, or any countless ways in which we are diverse.

**LBCC Comprehensive Statement of Nondiscrimination:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information, go online to [http://po.linnbenton.edu/BP1015 - Nondiscrimination and Nonharassment Policy.pdf](http://po.linnbenton.edu/BP1015%20-%20Nondiscrimination%20and%20Nonharassment%20Policy.pdf))

**Basic Needs Statement**

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact a Student Resource Navigator in the Single Stop Office (T-112): Amanda Stanley, [stanlea@linnbenton.edu](mailto:stanlea@linnbenton.edu), 541-917-4877. The navigator can connect students to resources. Furthermore, please talk with your instructor if you are comfortable doing so. This will enable them to provide any resources that they may have.

**College Registration Deadlines:**

Last day to drop a class with refund—Monday of week 2.

Last day to withdraw from class— Week 7

**Accountabilities:** You will be held accountable to the policies as outlined in the LBCC *Student Rights and Responsibilities*. You may get a copy at the Student Life and Leadership office or on the web at<http://www.linnbenton.edu/studentrights>.

**Plagiarism is a very serious offense.**  Students who submit plagiarized work will, at a minimum, receive a “0” for the assignment, and a formal charge will be filed with the Dean of Student Services; at a maximum, the student will fail the course and may risk expulsion from LBCC.  You are expected to do your own work. You will submit essays through Moodle in order to be checked by Turn It In, which monitors plagiarism.