**WR 95 Syllabus**                

**Course:** WR 95 Writing Fundamentals, Dept. English

**Instructor**: B. Julene Hamilton

**Emai**l: [hamiltj@linnbenton.edu](mailto:hamiltj@linnbenton.edu)

Albany Campus Office Phone: 541-917-4477

**Albany Campus Office:** Red Cedar Hall Rm 203

**Office Hours:** Tues., Wed., Thurs. 12 pm -12:50 pm

Available via Zoom, email, in person

**Class meetings:**

Virtual classes will only meet online via Zoom

In person classes will meet partially in class and partially online

Zoom meetings for exercises & group discussions

Complete tasks and assignments by due dates

Tasks due every Friday by 11:59 pm, midnight and responses to peers are due Sunday @ 11:59 pm, midnight

**Materials**:

* use of computer to access online course, internet access
* free online open educational texts and materialsfrom Instructor
* purchase [*English Essentials Online Text*](https://www.townsendpress.net/)

**Course Description:** WR 95 College Writing Fundamentals, you will:

* review the writing process, components of effective writing, and the rules of Standard English
* practice the writing process to prepare you for college writing level WR 115 and beyond
* write short documents, paragraphs and short essays
* improve your grammar skills in grammar assignments, quizzes and tests

**Course Outcomes:** Upon successfully completing WR95, you will be able to:

* Effectively use the writing process
* Clearly write focused ideas using specific, relevant, and sufficient support
* Organize a piece of writing to be clear, understandable and flow well for the reader
* Edit for correct punctuation using Standard English
* Work with others to receive and provide constructive feedback
* Revise your writing effectively in the revision process
* Enter your next writing courses with skills needed to succeed

**Communication:**

* Email: Email is the quickest way to ask questions, state concerns, or simply reach me. I will respond to emails as quickly as I reasonably can, usually within 24 hours.
* Zoom: I am available via Zoom if you would like to schedule any meetings with me to receive feedback or ask questions.
* In person: I am available to meet in person on the Albany campus if you would like to schedule any meetings with me to receive feedback or ask questions.

# Your Course Grade:

# (20%) Participation - discussion board posts, homework and attendance

# (30%) Writing Assignments - essay assignments, journal writing assignments

# (10%) Grammar Assignments – assignments

# (10%) Quizzes, Tests – informal and formal quizzes and tests

# (30%) Final Exams- final grammar exam and a final writing exam

**Course Grade Scale:**

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

* A passing grade is 70% C
* Pass/No Pass, P/NP Option.  To change to P/NP, notify Registration by end of the 7th week. (An earned A, B, or C will read as a “Pass” on your transcript; a D or F will read as a No Pass--neither P nor NP get factored into your GPA.)

**College Registration Deadlines:**

* Last day to add a full-term class……end of Week 2
* Last day to drop a class with refund...end of Week 2
* Last day to withdraw from class or change to P/NP—End of Week 7

# Course Policies:

* Attend class regularly online and in person if offered
* Check weekly calendar, assignments, and post on discussion board
* Complete and submit all assignments due every Friday by 11:59 pm, midnight
* Show respect to Instructor, students and yourself as you respect different views, opinions and encourage one another to share and learn together
* Learn of your responsibilities as a student, which includes not disrupting the learning environment (See “Student Conduct” section of Student Handbook)
* Read your copy of the Student Rights and Responsibilities. You may get a copy at the Student Life and Leadership office or online [student rights](https://www.linnbenton.edu/current-students/administration-information/policies/students-rights-responsibilities-and-conduct.php).
* All assignments can only be turned in late if arranged in advance with Instructor
* Final exam can be made up if arranged in advance with the Instructor or can verify an emergency or crisis

**Academic and Writing Resources:**

* [Academic Coaching Center](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/academic-coaching/index.php) is available for one to one tutoring sessions, or group tutoring sessions to offer support to students who wish to gain and refine skills in college success skills such as time management, organization, note-taking, test preparation, reading strategies, study strategies, understanding college systems and resource referrals.
* [Writing Center](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/index.php) is available to help students become more confident, effective, and expressive writers and to make the writing process more joyful. We offer coaching for all students for any writing project, in any class, and at any stage in the writing process. OWL: use the on-line writing feedback site at [online writing lab owl](https://www.linnbenton.edu/current-students/study/learning-center/writing-assistance/online-writing-lab-owl.php) to receive help with your writing
* Instructor and Peer Feedback: Receive feedback from Instructor and from peer classmates

**Policies:**

**Academic Honesty:** LBCC is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Accordingly, if you cheat, plagiarize, exchange information with another student during an exam, use unauthorized sources during an exam, or submit someone else’s work or ideas as your own in any of your assignments, you will receive an F for the exam/assignment and may be subject to further discipline.

**Equal Opportunity and Non-Discrimination Policy:** 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.

**Disabilities & Accommodations** You should meet with your Instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](https://cascade.accessiblelearning.com/LBCC/) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](https://www.linnbenton.edu/student-services/accessibility/index.php) for steps on how to apply for services or call (541) 917-4789.