



SYLLABUS

ENGL 115 College Writing I
Summer 2021

ENGL 115 College Writing I

School of Distance Education

Interactive Online Format

This course follows a condensed accelerated interactive online format and has multiple deadlines per week. You are expected to login regularly during the course to participate in the online discussions. Please plan accordingly. You are completing the work from a regular semester in half the time.

Also, please keep in mind while this online class is not self-paced, it is asynchronous. You can arrange your schedule flexibly during each week, but you **MUST** participate each week. You are expected to “show up” to class by interacting throughout each week in the graded discussion forums. Additionally, you will have written assignments presentations and papers due regularly each week.

Adequate Internet access and setting aside enough time each week to complete discussions and assignments during the duration of the course is critical. To be successful, plan to spend time daily on the course.

Please review the Dates & Deadlines widget on the right side of your course in LearningHub for the last day to withdraw for a full refund.

Instructor Contact

Please refer to course in LearningHub for the teacher contact information.

Other Assistance

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

Part 1: Course Information

Course Descriptions

College-level introduction to the study of writing and writing practices. Emphasizes the social and rhetorical dimensions of writing through course readings and assigned writing projects.

Prerequisites

Cannot be audited or CLEPed.

Required Text/Material

Wardle, Elizabeth, and Doug Downs. *Writing About Writing: A College Reader*. 4th edition. Boston: Bedford/St. Martin's, 2020. ISBN: 9781319195861

NOTE: We recommend getting textbooks through Amazon as they ship rapidly to most locations and offer more used and ebook options. If you choose to use the Andrews Bookstore, be sure you order the texts listed in the syllabus for your enrolled section (970-999). Then check delivery date before you order as it is essential to have the materials from day one.

- *Guest students*, contact your financial advisor at your home university.
- *Degree students* using federal financial aid should discuss textbook costs with their financial advisor before purchasing books, if they wish to include this in their budget.

Credit Hours and Commitment

This course is offered for 3 semester credits. Therefore, you can expect to spend approximately 135 hours on this course. Note that as an 8 week course, it is the equivalent of a semester course offered in half the time. You should budget about 3.5 hours per week day. If this is unacceptable for any reason, please think seriously about your enrollment in this class. This course contains one exam, three significant writing projects, five videoconferences with your instructor, five essay critiquing activities, 20 reflective writing journal prompts, 12 discussion forum posts, and 15 other exercises. Many of the readings in this course may require an hour or more to read, and many of the writing assignments will require you to devote significant time to thinking, planning, and researching, so plan your time accordingly. Suggested schedules to accomplish this work are included in this syllabus.

A recommended weekly schedule to divide your time is provided:

- Readings: 6 hours
- Journal entries: 3 hours
- Interactive Discussions: 2 hours
- Essays: 3 hours
- Other exercises: 2 hours
- Studying for Upcoming Exams: 2 hour

Institutional Outcomes:

- 1.a. Demonstrate competence in intellectual, affective, and practical skills to prepare for careers in the twenty-first century, lifelong learning and service.
- 1.b. Select and apply intellectual, affective, and practical skills from their field of study to solve meaningful problems. The identified transferable skills for undergraduate students are: information literacy, quantitative literacy, engaging diverse perspectives, ethical reasoning, analytical inquiry in the form of problem solving and creative thinking, communication, wellness and transferable life skills.
- 2.b. Pursue enduring questions through study in core fields and explore the connections between those fields.

Student Learning Outcomes

After successfully completing the course, students will be able to:

- SLO1. Interpret rhetorical situations to make rhetorical choices consciously in your writing.
- SLO2. Explain the impact of past experiences on your writing.
- SLO3. Analyze the various social functions that written texts and genres serve.

- SLO4. Critique your own writing as well as the writing of others.
- SLO5. Reflect on your own writing process(es) through reflection in a writer's journal.
- SLO6. Employ effective editing and proofreading strategies.

In addition to specific course objectives, ENGL 115 addresses the following **Andrews Core Experience Learning Outcomes**:

1. Strengthen the ability to communicate effectively.
2. Develop the ability to think critically, observe accurately, analyze quantitatively, draw reasonable inferences, perceive relationships, and show the ability to discriminate among alternatives and design creative strategies to solve problems.

Part 2: Course Methods and Delivery

Methods of Instruction

Methods of instruction include assigned readings from the textbook and the course material, watching assigned videos, essays and reflections on the readings and interactions with the instructor via videoconference and discussion forums. Regular participation in the course is essential to good performance.

Technical Requirements

- Computer: PC (Win 7 or newer) or MAC (10.6 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox
- Software: MS Office 2013 or newer ([Office 365 available here](#))

LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or <mailto:helpdesk@andrews.edu>.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

Part 3: Course Requirements

Important Note: This online class is **not** self-paced. You can arrange your schedule flexibly during each week, but you **MUST** participate each week. You are expected to “show up” to class by interacting in the discussion forums a minimum of two times per week. In addition, assignments are due regularly each week. Adequate Internet access during the duration of the course is critical for your participation. To be successful, plan to spend time daily on the course.

Assessment Descriptions

Analytical Essays

You will write three essays for the major projects of this course. You will use concepts featured in the course textbook, *Writing About Writing*, to address your topics. Formal directions and samples for each essay will be provided on LearningHub, but brief previews for each are listed below:

Rhetorical Analysis (Project 1) – For your first essay, you will analyze rhetorically one of your own previous writing experiences to determine how you responded to the rhetorical situation of that experience and how you might apply the principles you learned from this rhetorical analysis to future writing situations.

Literacy Sponsorship Analysis (Project 2) – For your second essay, you will analyze your literacy history and write about a small number of your “literacy sponsors,” pinpointing their role(s) in your literacy development.

Activity Analysis (Project 3) – For your third essay, you will analyze an “activity system” and determine something interesting, important, surprising, etc., about the use of textual tools (basically, writing) in that system.

Videoconferences

As you work on drafting and revising your essays, you will meet regularly with your instructor via videoconferences. In these conferences, you and your instructor will discuss your drafts and writing, consider possible approaches to enhancing your work, and address any questions or concerns you may have. For each conference, you will need to have completed a draft of your essay or a portion of it. (The amount to be completed will be specified in the formal directions for each essay.)

Peer Review and Feedback

In addition to feedback from your instructor in videoconferences, you will share feedback with your peers in the course. You will need to provide a draft or a portion of it (as instructed) for your peers to read. Your peers will also need to provide their in-progress work. You will need to provide feedback for at least three of your peers by reading their work and answering a few questions, which are assigned specifically for each essay. These peer review sessions are opportunities for you to provide your classmates with ideas for improving their work, to consider additional perspectives for their analyses, and to help them gauge the strength and effectiveness of their claims.

Writer’s Journal

You will write frequent reflective journal entries about your writing and the course readings. Specific topics and directions for each entry will be provided on LearningHub. The length of each entry is relatively small; unless otherwise noted, the minimum word count for each entry is 200 words. Entries will be graded mostly on whether they meet the minimum word count requirements, with a small portion based on whether a response is on topic and how much

depth it provides. Entries will not be graded for grammar or mechanics. Please provide the word count of your entry (excluding the provided text of the prompt) with each prompt response.

You will have a choice on how to complete your journal entries. You can choose from the following methods:

- Write your entry directly to the text box on the submission page.
- Write your response to the journal prompt as a blog entry on a blog you keep specifically for this course (such as hosted by Blogger or WordPress). Provide a link directly to the relevant post.
- Record a brief video in which you spend about two or three minutes (which would meet the word count requirement at an average rate of speaking) discussing your response to the journal prompt. Upload your clip to a service such as YouTube and post the link.
- If you have another idea for your Writer's Journal, run it by your instructor.

Discussion Forums

Discussion forums are a fundamental part of this course in which the students and the teacher will participate. These online interactions will allow participants to consider significant questions raised by the teacher and class content. Think of the discussion forum as an opportunity to express yourself in class, a chance to share your thoughts and in the process have your perspective broadened.

Course weeks [after the first week] begin on Friday and end on Thursday. Each week essentially consists of a normal two weeks' worth of work. Note the LearningHub and schedule setup with two parts to each week. Each forum's deadlines are setup to give you more time to prepare your initial post, with at least two responses due the following day. See the schedule and LearningHub for details.

Discussion post and replies to others hold to the same academic standards for originality and honesty as other academic work (e.g. papers, essays, quizzes and exams). Some discussions are formal in nature and call for thorough scholarship. Whenever appropriate, any idea or statement in a discussion forum that is not your own original work should be referenced, according to the style guide adopted by your academic discipline (e.g. APA, MLA, Chicago, etc.). There may also be forums in the course in which the discussions are informal. Such discussions may include personal introductions and opportunities to know more about other participants in the course as well as academic topics. Informal forums are great for sharing interests, observations and encouragements with classmates.

Exercises

Practice exercises, such as brainstorming exercises, will offer you the opportunities to assess your own understanding of course concepts and practice implementing them in your own writing. Additionally, many minor assignments will help direct you toward starting or completing your major essay assignments.

Optional Revision

You may choose to revise either of your first two essays (the rhetorical analysis or the literacy sponsorship analysis) after it has been graded for the chance to improve it and receive a higher grade. If you choose to take this opportunity, you will need to include with your revised essay a report discussing what changes you've made to your essay and why. Your revised work will be considered your final draft, and the score you receive on this revised essay will replace the score you originally received for the project. If applicable, the revision will receive the same late penalty that was applied to the original submission. **The optional revision is due by 11:55 pm on the last day of the course.**

Rubrics

Rhetorical Analysis

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Main Point x4	The essay features a clear main point or thesis about the written work, rhetorical situation, and/or rhetorical elements involved in your writing experience. This main point is especially insightful or engaging and fully aligns with the purpose of the assignment.	The essay features a clear main point or thesis about the written work, rhetorical situation, and/or rhetorical elements involved in your writing experience. This main point fully aligns with the purpose of the assignment.	The essay features a generic main point or thesis about the written work, rhetorical situation, and/or rhetorical elements involved in your writing experience. The main point aligns with the purpose of the assignment. It may state common knowledge.	The essay features a main point about the written work, rhetorical situation, and/or rhetorical elements involved in your writing experience, although this main point may be vague or difficult to identify. It may not fully align with the purpose of the assignment.	The essay does not feature any apparent main point about the written work, rhetorical situation, and/or rhetorical elements involved in your writing experience. The essay does not align with the purpose of the assignment.
Analysis x6	The essay's main point is developed through clear and in-depth analysis of how the rhetorical situation helped shape the piece of writing being analyzed. This analysis is especially insightful and convincing in the presentation of ideas, and it constitutes the majority of the essay.	The essay's main point is developed through clear analysis of how the rhetorical situation helped shape the piece of writing being analyzed. This analysis sometimes presents moments of insight in the presentation of ideas, and it constitutes the majority of the essay.	The essay's main point is developed through analysis of how the rhetorical situation helped shape the piece of writing being analyzed. This analysis provides occasional moments of insight. It may have some underdeveloped or unconvincing ideas, or it may not constitute a majority of the essay.	The essay's main point is somewhat developed through analysis of how the rhetorical situation helped shape the piece of writing being analyzed, although the essay features more summary and description than analysis. The presentation of ideas is often underdeveloped or unconvincing, or moments of analysis may be infrequent in the essay.	The essay's main point is not developed through analysis of how the rhetorical situation helped shape the piece of writing being analyzed. No connections are demonstrated between your earlier writing and its rhetorical situation.
Unit Concepts x4	The essay consistently demonstrates a rich and thorough understanding of rhetorical concepts from course readings and other materials (especially how rhetorical situations constrain writing) through accurate use of terms such as purpose, context, motivation, exigence, audience, rhetor, constraints, kairos, appeals, etc. The selection and use of these terms and concepts meaningfully contribute to the development of presented ideas.	The essay regularly demonstrates an understanding of rhetorical concepts from course readings and other materials (especially how rhetorical situations constrain writing) through usually accurate use of terms such as purpose, context, motivation, exigence, audience, rhetor, constraints, kairos, appeals, etc. The selection and use of these terms and concepts meaningfully contribute to the development of presented ideas.	The essay regularly demonstrates a basic understanding of rhetorical concepts from course readings and other materials, including how rhetorical situations constrain writing, through generally accurate use of terms such as purpose, context, motivation, exigence, audience, rhetor, constraints, kairos, appeals, etc. Some uses of the terms and concepts may not contribute meaningfully to the development of presented ideas, or some terms may be included without a clear purpose.	The essay rarely demonstrates an understanding of how rhetorical situations constrain writing. Other rhetorical concepts from course readings and other materials may also be featured rarely or ineffectively. The use of terms such as purpose, context, motivation, exigence, audience, rhetor, constraints, kairos, appeals, etc., may often be incomplete or inaccurate, or they are used without meaningful purpose toward the development of presented ideas.	The essay demonstrates no understanding of how rhetorical situations constrain writing. Other rhetorical concepts from course readings and other materials are also missing from the essay. The essay does not include meaningful or accurate use of rhetorical terms such as purpose, context, motivation, exigence, audience, rhetor, constraints, kairos, appeals, etc.

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Structure x3	The essay includes all four features of the project as listed in the "Structure" section of the assignment instructions. The organization of the essay is fully appropriate for the purpose and audience. The flow within and between paragraphs and other sections of the writing is advanced, with especially effective transitions and an outstanding arrangement of ideas.	The essay includes all four features of the project as listed in the "Structure" section of the assignment instructions. The organization of the essay is appropriate for the purpose and audience. The flow within and between paragraphs and other sections of the writing is solid, with effective transitions and arrangement of ideas.	The essay includes all four features of the project as listed in the "Structure" section of the assignment instructions. The organization of the essay is generally appropriate for the purpose and audience. The flow within and between paragraphs and other sections of the writing is often solid, although the essay may sometimes feature questionable arrangement of ideas, ineffective transitions, or paragraph boundary issues.	The organization of the essay is not appropriate for the purpose and audience. It features frequent issues such as ineffective transitions, questionable arrangement of ideas, or poor paragraphing. The essay may be missing one of the features of the project as listed in the "Structure" section of the assignment instructions.	The organization of the essay is not appropriate for the purpose and audience. It is unclear and chaotic, resulting in poor development of ideas. Paragraphing may be ignored, or the essay may be missing one or more of the four features of the project as listed in the "Structure" section of the assignment instructions.
Editing x3	The essay features perfect or near-perfect editing that is appropriate for the essay's purpose and audience. Sources are cited appropriately and consistently.	The editing of the essay is appropriate for the essay's purpose and audience. The essay features relatively few editing or documentation errors. All errors are minor and have no or minimal effect on the readability of the essay.	The editing of the essay is generally appropriate for the essay's purpose and audience. The essay features minor editing errors that slightly inhibit readability. Errors may be minor and relatively frequent or occasionally more significant. Documentation may be partially incomplete.	The editing of the essay is not appropriate for the essay's purpose and audience. The essay features more significant editing errors that often obscure meaning or inhibit readability. Little effort may have been made to appropriately cite sources.	Editing of the essay is not appropriate for the essay's purpose and audience. The essay features more severe editing issues that frequently obscure meaning and inhibit readability. No effort has been made to cite sources.

Literacy Sponsorship Analysis

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Main Point x4	The essay features a clear main point or thesis about your literacy experiences. This main point is especially insightful or engaging and fully aligns with the purpose of the assignment.	The essay features a clear main point or thesis about your literacy experiences. This main point fully aligns with the purpose of the assignment.	The essay features a generic main point or thesis about your literacy experiences. The main point aligns with the purpose of the assignment. The main point may state common knowledge.	The essay features a main point about your literacy experiences, although this main point may be vague or difficult to identify. The main point may not fully align with the purpose of the assignment.	The essay does not feature any apparent main point about your literacy experiences. The essay does not align with the purpose of the assignment.
Analysis x6	The essay distinctly and thoughtfully discusses who you are as a writer and/or a reader today. The essay's main point is developed through clear and in-depth analysis of how your past has shaped your present. This analysis is especially insightful and convincing in the presentation of ideas. The analysis is consistently and fully supported by the narrative elements. Ideas and concepts from course readings are incorporated smoothly and appropriately, and they fully benefit the analysis.	The essay distinctly and thoughtfully discusses who you are as a writer and/or a reader today. The essay's main point is developed through clear analysis of how your past has shaped your present. This analysis sometimes presents moments of insight in the presentation of ideas. The analysis is usually supported by the narrative elements. Ideas and concepts from course readings are usually incorporated smoothly and appropriately, and they benefit the analysis.	The essay discusses who you are as a writer and/or a reader today. The essay's main point is developed through analysis of how your past has shaped your present. This analysis provides occasional moments of insight. It may be unclear in places or have some underdeveloped or unconvincing ideas. The analysis is generally supported by the narrative elements. Ideas and concepts from course readings may sometimes benefit the analysis, although their incorporation in the essay may often not be smooth or appropriate.	The essay's main point is somewhat developed through brief analysis of how your past has shaped your present. The essay may rely more on summary and description than on analysis. Many ideas may be underdeveloped or unconvincing. Moments of analysis may be infrequent in the essay. The essay may not discuss who you are as a writer or a reader today, or the analysis may not be supported by the narrative elements. Ideas and concepts included from course readings, if any, may not be smoothly incorporated in the essay and may not benefit the analysis.	The essay does not discuss who you are as a writer or a reader today. The main point is not developed through analysis of how your past has shaped your present. The essay may tell a story, but it relies entirely on summary or description. Ideas and concepts from course readings, if included, do not support the analysis; their incorporation in the essay has no apparent purpose.

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Narrative x4	Narrative elements in the essay are exceptionally clear, engaging, and insightful. Narrative choices are refreshing and reveal your unique experiences and perspective. Narrative elements are unified in purpose and fully support your main point and analysis.	Narrative elements in the essay are clear and interesting. Narrative choices are usually refreshing and reveal your unique experiences and perspective. Narrative elements are largely unified in purpose and support your main point and analysis.	Narrative elements in the essay are usually clear. They usually support your main point and analysis, although there may be places where the narrative is generic or uninteresting. Narrative choices may only sometimes reveal your unique experiences and perspective. The narrative may, at times, stray from your main point.	Narrative elements in the essay may often be unclear, vague, or generic. Narrative choices may rarely, if at all, reveal your unique experiences or perspective. Narrative elements may lack unity of purpose in supporting your main point or thesis. Many parts of the story may stray from your main point.	One or more of the following problems may appear in your essay: narrative elements are unclear and generic; narrative choices do not demonstrate thoughtfulness, so that the story does not reveal any unique experiences or perspective; narrative elements do not support your main point; or your essay does not feature any narrative about your literacy history.
Organization x3	The organization of the essay is fully appropriate for the essay's purpose and audience. It is advanced through intentional structure within and between paragraphs or other sections of the essay. It may represent an unexpectedly rich presentation and arrangement of ideas.	The organization of the essay is appropriate for the essay's purpose and audience. It is solid, with appropriate transitions and effective arrangement of ideas, paragraphs, and sections.	The organization of the essay is generally appropriate for the essay's purpose and audience. It may have minor problems, including list-like or additive transitions, paragraph boundary issues, or questionable arrangement of ideas.	The organization of the essay is somewhat appropriate for the essay's purpose and audience, although it presents frequent or severe problems, including ineffective transitions, erratic or arbitrary arrangement of ideas or sections, or poor paragraphing.	The organization of the essay is not appropriate for the essay's purpose or audience. It is unclear and chaotic, resulting in poorly developed ideas. The arrangement of ideas seems to follow no logic and to serve no purpose. Paragraphing or other sectioning may be ignored.
Editing x3	The essay features perfect or near-perfect editing that is appropriate for the essay's purpose and audience. Sources are cited appropriately and consistently.	The editing of the essay is appropriate for the essay's purpose and audience. The essay features relatively few editing or documentation errors. All errors are minor and have no or minimal effect on the readability of the essay.	The editing of the essay is generally appropriate for the essay's purpose and audience. The essay features minor editing errors that slightly inhibit readability. Errors may be minor and relatively frequent or occasionally more significant. Documentation may be partially incomplete.	The editing of the essay is not appropriate for the essay's purpose and audience. The essay features more significant editing errors that often obscure meaning or inhibit readability. Little effort may have been made to appropriately cite sources.	Editing of the essay is not appropriate for the essay's purpose and audience. The essay features more severe editing issues that frequently obscure meaning and inhibit readability. No effort has been made to cite sources.

Activity Analysis

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Main Point x4	The essay features a clear main point or thesis about your chosen activity system. This main point is especially insightful or engaging and fully aligns with the purpose of the assignment.	The essay features a clear main point or thesis about your chosen activity system. This main point fully aligns with the purpose of the assignment.	The essay features a generic main point or thesis about your chosen activity system. The main point aligns with the purpose of the assignment. It may state common knowledge.	The essay features a main point about your chosen activity system, although this main point may be vague or difficult to identify. It may not fully align with the purpose of the assignment.	The essay does not feature any apparent main point about your chosen activity system. The essay does not align with the purpose of the assignment.
Analysis x6	The essay's main point is developed through clear and in-depth analysis of the activity system. This analysis is especially insightful and convincing in the presentation of ideas, and it constitutes a significant portion of the essay. Ideas and concepts from course readings are incorporated smoothly and appropriately, and they fully benefit the analysis.	The essay's main point is developed through clear analysis of the activity system. This analysis sometimes presents moments of insight in the presentation of ideas, and it constitutes a significant portion of the essay. Ideas and concepts from course readings are usually incorporated smoothly and appropriately, and they benefit the analysis.	The essay's main point is developed through analysis of the activity system. This analysis provides occasional moments of insight. It may have some underdeveloped or unconvincing ideas, or it may constitute a relatively small portion of the essay. Ideas and concepts from course readings may sometimes benefit the analysis, although their incorporation in the essay may often not be smooth or appropriate.	The essay's main point is somewhat developed through analysis of the activity system, although the essay focuses more on merely describing the components of the activity system. The presentation of ideas is often underdeveloped or unconvincing, or moments of analysis may be infrequent in the essay. Ideas and concepts included from course readings, if any, may not be smoothly incorporated in the essay and may not benefit the analysis.	The essay's main point is not developed through analysis of the activity system. The essay may focus entirely on reporting facts and details about the components of the activity system without insight about what those facts and details mean. Ideas and concepts from course readings, if included, do not support the analysis; their incorporation in the essay has no apparent purpose.
Evidence x4	The essay demonstrates sophisticated use of evidence (from data you've collected about/from your chosen activity system and from course readings) to support its claims throughout. The essay features a particularly rich balance of claims and supporting evidence. The types and amount of evidence used are appropriate for the essay's purpose and its claims, and the relationship between claims and evidence is clear. The use of evidence engagingly enhances the essay's analysis and meaningfully contributes to the development of ideas.	The essay demonstrates proficient use of evidence (from data you've collected about/from your chosen activity system and from course readings) to support its claims throughout. The essay features a good balance of claims and supporting evidence. The types and amount of evidence used are generally appropriate for the essay's purpose and claims, and the relationship between claims and evidence is usually clear. The use of evidence promotes the essay's analysis and contributes to the meaningful development of ideas.	The essay uses evidence (from data you've collected about/from your chosen activity system and from course readings) to support its claims. There may be a slight imbalance between claims and evidence: some claims may have insufficient supporting evidence, or additional claims are needed to provide the analytical context for some of the evidence. The relationship between claims and evidence is generally clear. The types and amount of evidence used may not be entirely appropriate for the essay's purpose and claims. The use of evidence generally promotes the essay's analysis, although it sometimes may not contribute meaningfully to the development of presented ideas.	The essay demonstrates irregular use of evidence (from data you've collected about/from your chosen activity system and from course readings) to support its claims. The use of evidence is infrequent or often unconvincing. The relationship between claims and evidence may not be clear. The types and amount of evidence are not appropriate for the essay's purpose or its claims. There may be a great imbalance between the essay's claims and evidence, with some claims lacking support or some evidence lacking claims to provide context. The use of evidence infrequently contributes to the development of ideas.	The essay features a strong imbalance of claims and evidence (from data you've collected about/from your chosen activity system and from course readings). It includes very little, if any, evidence to support its claims. Alternatively, the essay includes very little, if any, claims to provide context for the evidence provided. The use of evidence does not contribute to the development of ideas.
Organization x3	The organization of the essay is fully appropriate for the essay's purpose and audience. It is advanced through intentional structure within and between paragraphs or other sections of the essay. It may represent an unexpectedly rich presentation and arrangement of ideas.	The organization of the essay is appropriate for the essay's purpose and audience. It is solid, with appropriate transitions and effective arrangement of ideas, paragraphs, and sections.	The organization of the essay is generally appropriate for the essay's purpose and audience. It may have minor problems, including list-like or additive transitions, paragraph boundary issues, or questionable arrangement of ideas.	The organization of the essay is somewhat appropriate for the essay's purpose and audience, although it presents frequent or severe problems, including ineffective transitions, erratic or arbitrary arrangement of ideas or sections, or poor paragraphing.	The organization of the essay is not appropriate for the essay's purpose or audience. It is unclear and chaotic, resulting in poorly developed ideas. The arrangement of ideas seems to follow no logic and to serve no purpose. Paragraphing or other sectioning may be ignored.

Criteria	Exceptional (5)	Proficient (4)	Satisfactory (3)	Emerging (2)	Unsatisfactory (1)
Editing x3	The essay features perfect or near-perfect editing that is appropriate for the essay's purpose and audience. Sources are cited appropriately and consistently.	The editing of the essay is appropriate for the essay's purpose and audience. The essay features relatively few editing or documentation errors. All errors are minor and have no or minimal effect on the readability of the essay.	The editing of the essay is generally appropriate for the essay's purpose and audience. The essay features minor editing errors that slightly inhibit readability. Errors may be minor and relatively frequent or occasionally more significant. Documentation may be partially incomplete.	The editing of the essay is not appropriate for the essay's purpose and audience. The essay features more significant editing errors that often obscure meaning or inhibit readability. Little effort may have been made to appropriately cite sources.	Editing of the essay is not appropriate for the essay's purpose and audience. The essay features more severe editing issues that frequently obscure meaning and inhibit readability. No effort has been made to cite sources.

Writer's Journal

Journal entries can receive up to 10 points:

Word Count (8 points possible) - Entries that meet the expected word count will receive the full 8 points. Entries shorter than that will receive partial credit according to the proportion of the word count met.

Content (2 points possible) – Entries that are on-topic and demonstrate a thoughtful and complete response will receive 2 points. Entries that are on-topic but demonstrate a vague or incomplete response will receive 1 point. Off-topic responses will receive 0 points.

Exams

There is one exam in this course. The final exam will consist of essay questions and will be worth 100 points. You will be allowed 120 minutes to take this exam. This exam is worth 5% of your grade. This exam require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at www.andrews.edu/distance/students/exams.html. The follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

Schedule:

All times in the schedule are for the U.S. Eastern Time Zone. Weeks run Friday-Thursday. All assignments are due Thursdays in the week assigned unless otherwise noted.

Week	Lessons	Readings	Assignments	Outcomes Met
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Student Introductions Academic Integrity Quiz Academic Integrity Statement	
1a June 14-15	First Lesson	Chapter 1: "Investigating Writing" (Pages 3-25) Threshold Concepts and Writing Conceptions: Intro to Our Course (Video) Avoiding Academic Dishonesty (file) Essay Formatting and Documentation (file) Discussion forum Instructions (file)	Writer's Journal 1 Writer's Journal 2 Due Tues, June 15, 11:59 p.m.	SLO5
1b June 16-17	Project 1 Lesson 1	Chapter 6 Intro (pages 366-69) Downs (pages 369-395) "What is Rhetoric?" (podcast) Rhetoric (video) Rhetorical Analysis Instructions & Samples	Discussion 1: Initial Post Due Wed, June 16, 11:59 p.m. Exercise 1 Exercise 2 Writer's Journal 3 Discussion 1: Responses Due Thurs, June 17, 11:59 p.m.	SLO1 SLO5
2a June 18-21	Project 1 Lesson 2	Grant-Davie (pages 396-415) "Your Ability to Can Even: A Defense of Internet Linguistics" (Blog) Exploring Rhetorical Situations (video) Writing Your Rhetorical Analysis (video)	Discussion 2: Initial Post Due Sun, June 20, 11:59 p.m. Exercise 3 Exercise 4 Writer's Journal 4 Writer's Journal 5 Discussion 2: Responses Due Mon, June 21, 11:59 p.m.	SLO1 SLO5
2b June 22-24	Project 1 Lesson 3	Haas and Flower: (pages 432-451) Thesis Statements: Primary Claims (video)	Discussion 3: Initial Post Due Wed, June 23, 11:59 p.m. Exercise 5 Writer's Journal 6 Videoconference Sign-up for Partial Draft of Rhetorical Analysis Discussion 3: Responses Due Thurs, June 24, 11:59 p.m.	SLO1 SLO5
3a June 25-28	Project 1 Lesson 4	Supporting Claims with Evidence (video) Videoconferences with Instructor (Partial Drafts)	Peer Reviews of Partial Draft of Rhetorical Analysis – Post drafts by Sunday; Responses due Monday Partial Draft of Rhetorical Analysis for Videoconference Videoconference Sign-up for Full Draft of Rhetorical Analysis Writer's Journal 7 Due Mon, June 28, 11:59 p.m.	SLO1 SLO4 SLO5

Week	Lessons	Readings	Assignments	Outcomes Met
3b June 29 – July 1	Project 1 Lesson 5	Revising and Editing Your Rhetorical Analysis (video) Videoconferences with Instructor (Full Drafts)	Discussion 4: Initial Post Due Wed, June 30, 11:59 p.m. Full Draft of Rhetorical Analysis for Videoconference Peer Reviews of Full Draft of Rhetorical Analysis – Post Drafts by Wednesday; Responses Due Thursday. Final Draft of Rhetorical Analysis Writer’s Journal 8 Discussion 4: Responses Due Thurs, July 1, 11:59 p.m.	SLO1 SLO4 SLO5 SLO6
4a July 2-5	Project 2 Lesson 1	Chapter 5: “Literacies” Intro (pages 240-243) Brandt (pages 244-266) “Deborah Brandt” (podcast) Literacy Sponsors (video) Literacy Sponsorship Analysis Instructions & Samples	Discussion 5: Initial Post Due Sun, July 4, 11:59 p.m. Exercise 6 Exercise 7 Writer’s Journal 9 Writer’s Journal 10 Discussion 5: Responses Due Mon, July 5, 11:59 p.m.	SLO2 SLO5
4b July 6-8	Project 2 Lesson 2	Cisneros (pages 267-271) Villanueva (pages 272-285) “TEDxConejo – Erin Gruwell – The Freedom Writers” (video) “Maria REYES on InnerVIEWS with Ernie Manouse” (video) “Freedom Writers: Fighting Hatred with Language Arts” (video) <i>Freedom Writers</i> (film; optional)	Discussion 6: Initial Post Due Wed, July 7, 11:59 p.m. Exercise 8 Exercise 9 Writer’s Journal 11 Writer’s Journal 12 Discussion 6: Responses Due Thurs, July 8, 11:59 p.m.	SLO2 SLO5
5a July 9-12	Project 2 Lesson 3	Young (pages 325-336) Mellix (pages 337-348) Writing Your Literacy Sponsorship Analysis (video)	Discussion 7: Initial Post Due Sun, July 11, 11:59 p.m. Exercise 10 Writer’s Journal 13 Videoconference Sign-up for Full Draft of Literacy Sponsorship Analysis Discussion 7: Responses Due Mon, July 12, 11:59 p.m.	SLO2 SLO4 SLO5
5b July 13-15	Project 2 Lesson 4	Revising and Editing Your Literacy Sponsorship Analysis (video)	Discussion 8: Initial Post Due Wed, July 14, 11:59 p.m. Full Draft of Literacy Sponsorship Analysis for Videoconference Peer Review of Full Draft of Literacy Sponsorship Analysis – Post draft by Wednesday; Post Responses by Thursday Final Draft of Literacy Sponsorship Analysis Writer’s Journal 14 Discussion 8: Responses Due Thurs, July 15, 11:59 p.m.	SLO2 SLO4 SLO5 SLO6

Week	Lessons	Readings	Assignments	Outcomes Met
6a July 16-19	Project 3 Lesson 1	Chapter 2: (pages 30-52) Chapter 7: "Communities" Intro (pages 504-507) Wardle (pages 636-654) Gee (pages 507-523) "Genre Theory" (podcast) Activity Systems and Genres (video) Activity Analysis Instructions & Samples	Discussion 9: Initial Post Due Sun, July 18, 11:59 p.m. Exercise 11 Writer's Journal 15 Discussion 9: Responses Due Mon, July 19, 11:59 p.m.	SLO3 SLO5
6b July 20-22	Project 3 Lesson 2	Mirabelli: "Learning to Serve: The Language and Literacy of Food Service Workers" (pages 524-543) Swales (pages 544-559)	Discussion 10: Initial Post Due Wed, July 21, 11:59 p.m. Exercise 12 Exercise 13 Writer's Journal 16 Writer's Journal 17 Discussion 10: Responses Due Thurs, July 22, 11:59 p.m.	SLO3 SLO5
7a July 23-26	Project 3 Lesson 3	Johns (pages 560-583) Klass: "Learning the Language" (pages 584-588) Writing Your Activity Analysis (video)	Discussion 11: Initial Post Due Sun, July 25, 11:59 p.m. Exercise 14 Videoconference Sign-up for Partial Draft of Activity Analysis Writer's Journal 18 Discussion 11: Responses Due Mon, July 26, 11:59 p.m.	SLO3 SLO5
7b July 27-29	Project 3 Lesson 4	Revising and Editing Your Activity Analysis (video) Videoconferences with Instructor on Partial Drafts (optional)	Partial Draft of Activity Analysis for Videoconference Peer Review on Partial Draft of Activity Analysis – Post essay drafts by Wednesday; Post responses by Thursday Writer's Journal 19 Videoconference Sign-up for Full Draft of Activity Analysis Due Thurs, July 29, 11:59 p.m.	SLO3 SLO4 SLO5
8 July 30 – August 6	Project 3 Lesson 5	Videoconferences with Instructor on Full Drafts	Discussion 12: Initial Post Due Mon, August 2, 11:59 p.m. Full Draft of Activity Analysis for Videoconference Peer Reviews on Full Draft of Activity Analysis Final Draft of Activity Analysis Writer's Journal 20 Discussion 12 Due Thurs, August 5, 11:59 p.m.	SLO3 SLO4 SLO5 SLO6
FINAL EXAM			Revised Essay (Optional)	
Needs to be completed by Thursday, August 5 11:59 p.m.				

Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed.

Part 4: Grading Policy

Graded Course Activities

Percent %	Description
15%	Rhetorical Analysis Final Draft
15%	Literacy Sponsorship Analysis Final Draft
15%	Activity Analysis Final Draft
10%	Essay Drafts
10%	Videoconferences
10%	Peer Review Feedback
10%	Exercises
5%	Discussion Participation
5%	Writer's Journal
5%	Final Exam
100%	Total Percent Possible

Viewing Grades in Moodle

- Click into the course.
- Click on the **Grades** link in Administration Block to the left of the main course page.

Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Part 5: Course Policies

Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/web/moodle/public/incompletes.html>.

Late Work

Due dates are listed both in the LearningHub course space and in the syllabus. Late work will have 10% of the earned points deducted.

Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your

instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Netiquette

In this course you will communicate with your classmates and instructor primarily in writing through the discussion forum and e-mail.

"Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

1. Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
2. Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or thousands of people.
3. Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
4. Never use profanity in any area of an online course. The transcripts of online course discussion forums, e-mail, and chat sessions are savable.
5. When responding to messages, only use "Reply to All" when you really intend to reply to all.
6. Avoid unkindly public criticism of others. Publicly criticizing others in an inappropriate way is known as "flaming." Consider this course a practice forum for selecting your verbiage thoughtfully and professionally.
7. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.
8. In a face-to-face setting, our tone of voice and facial expressions may convey as much of our meaning as the words we use. In a written message, the subtext of your meaning may be confused or misinterpreted. Write clearly. Use active verbs.

[Source: University of Maryland, Communications Department]

Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commitment to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of "commitment to Integrity" you are expected to adhere to a

“commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.

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