

**CONSORTIUM**  
*of Adventist Colleges & Universities*



# SYLLABUS

**ENGL 115 950 College Writing I**  
**Fall 2019**

# ENGL 115 950 College Writing I

## Consortium of Adventist Colleges and Universities

### Interactive Online Format

This course follows an interactive online format and has Wednesday/Sunday deadlines. You are expected to login regularly during the course to participate in the online discussions. Please plan accordingly. **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

**Instructor:** Bonnie McLean

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### Other Assistance

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

## Part 1: Course Information

### Course Descriptions

ENGL 115 College Writing I examines writing as a subject to be studied, not as a set of generalizable skills to be learned and then applied to all subsequent writing contexts. While this course will still include much writing, the specific content we engage through these written tasks will be drawn from the discipline of writing studies. You might think of this class as a course that helps you consider “how writing works and functions.” Just as an Introduction to Biology course functions for a biology major or fulfills ACE requirements, this is an Introduction to Writing course that introduces you to the field of writing studies.

### Prerequisite

Cannot be audited or CLEPed.

### Course Learning Outcomes

- CLO1. Interpret rhetorical situations to make rhetorical choices consciously in your writing.
- CLO2. Explain the impact of past experiences on your writing.
- CLO3. Analyze the various social functions that written texts and genres serve.
- CLO4. Critique your own writing as well as the writing of others.
- CLO5. Reflect on your own writing process(es) through reflection in a writer’s journal.
- CLO6. Employ effective editing and proofreading strategies.

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

- Strengthen the ability to communicate effectively.

- 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.

### Required Text/Material

Wardle, Elizabeth, and Doug Downs. *Writing About Writing: A College Reader*. 3rd edition. Boston: Bedford/St. Martin's, 2017. ISBN: 978-1-319-03276-0

**NOTE:** Purchase textbooks through any online bookstore, such as [amazon.com](https://www.amazon.com), which can deliver within 2 days. If you need to use financial aid to purchase textbooks, email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu), cutting and pasting the textbook information from syllabi, including course title and section, your full name and student ID#.

### Credit Hour and Commitment

This course is offered for 3 semester credits. Therefore, you can expect to spend approximately 135 hours on this course. This course contains one exam, three significant writing projects, five videoconferences with your instructor, five peer review activities, twenty reflective writing journal prompts, 12 discussion sessions, and 15 other exercises (for a total of four major assignments and 57 moderate and minor assignments, not including readings). 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.

## Part 2: Course Methods and Delivery

### Methods of Instruction

Methods of instruction include assigned readings from the textbook and the course material, analytical essays, reflections on the readings and your writing, brief activities geared toward brainstorming and developing your major essay projects, interaction with the instructor via videoconferences, peer review activities, and a reflective final exam. Regular participation in the course is essential to good performance.

### Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).
- Access to a webcam.

### 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 [helpdesk@andrews.edu](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](mailto: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 blog 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.

### **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) at the end of the semester 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 received for the project earlier in the semester. 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.

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	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	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	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	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 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.	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.	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.	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.	and concepts from course readings, if included, do not support the analysis; their incorporation in the essay has no apparent purpose.
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	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	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.

			promotes the essay's analysis, although it sometimes may not contribute meaningfully to the development of presented ideas.	context. The use of evidence infrequently contributes 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.
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

The final exam is worth 10% of your grade. You will be asked to write a reflective essay demonstrating your understanding and application of the course concepts. You will be allowed to review your first two journal entries and the final drafts of your essays for the exam. You are allowed 120 minutes to complete this exam.

All exams in this course require proctoring. Students living outside of the United States must schedule their exams to be proctored online through the Testing Center. Students living in the United States may choose online or local proctoring. Appointments for proctoring in or online through the Testing Center are set up online at [calendly.com/sde-exams/online](https://calendly.com/sde-exams/online).

For local proctoring, complete the exam request form linked in the course space to enter proctor information. Please do so two weeks before each exam deadline to allow adequate time for proctor approval. Approved local proctors include university, college or school faculty and teachers, student service workers, advisors, counselors and librarians, as well as educational, military, and workplace testing centers. Have the proctor's full name, position/title, employer name, phone and email available to fill in on the exam request form.

Note that an exam code is never released to the student, and cannot be sent to a proctor who has the same address as the student unless the address is known to be that of a school or mission facility. All students must present photo identification at the start of each exam session.

If you cannot take your exam by the deadline date, email specific reasons and your recovery plan to your instructor before the deadline. Your exam cannot be proctored after the exam deadline without email or phone approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). The Testing Center will then work with a local proctor if needed.

No exam is returned to the student. Instructor feedback on exams prior to the final exam will be provided to aid studying for future exams.

For more details on taking exams and how online proctoring works, please see [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html)

**Schedule:**

All times in the schedule are for the U.S. Eastern Time Zone. Assignments are due at 11:55 pm unless noted otherwise.

Week	Lessons	Readings	Assignments	Course Objectives Met
Intro	These items will need to be completed before you will have access to the rest of the course	<ul style="list-style-type: none"> <li>Orientation</li> <li>Course Overview</li> <li>Introductions</li> <li>Academic Integrity</li> </ul>	<ul style="list-style-type: none"> <li>Introduce Yourself</li> <li>Academic Integrity Quiz</li> <li>Academic Integrity Statement</li> </ul>	
1 Aug 26- Sept 1	First Lesson (Chapter 1)	<ul style="list-style-type: none"> <li>Chapter 1 (Threshold Concepts) Pages 1-42 and 56-59</li> <li>Threshold Concepts and Writing Conceptions: Intro to Our Course (video)</li> <li>Avoiding Academic Dishonesty (file)</li> <li>Essay Formatting and Documentation (file)</li> </ul>	<ul style="list-style-type: none"> <li>Writer's Journal 1</li> <li>Writer's Journal 2</li> </ul>	CLO5
2 Sept 2-8	Project 1 Lesson 1 (Beginning Chapter 4)	<ul style="list-style-type: none"> <li>Chapter 4 Intro (pages 447-456)</li> <li>Downs (pages 457-480)</li> <li>"What is Rhetoric?" (podcast)</li> <li>Rhetoric (video)</li> <li>Rhetorical Analysis Samples</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 1</li> <li>Exercise 2</li> <li>Writer's Journal 3</li> <li>Discussion 1</li> </ul>	CLO1 CLO5
3 Sept 9-15	Project 1 Lesson 2 (Continuing Chapter 4)	<ul style="list-style-type: none"> <li>Grant-Davie (pages 484-508)</li> <li>"Your Ability to Can Even: A Defense of Internet Linguistics" (blog post)</li> <li>Exploring Rhetorical Situations (video)</li> <li>Writing Your Rhetorical Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 3</li> <li>Exercise 4</li> <li>Writer's Journal 4</li> <li>Writer's Journal 5</li> <li>Discussion 2</li> </ul>	CLO1 CLO5
4 Sept 16-22	Project 1 Lesson 3 (Continuing Chapter 4)	<ul style="list-style-type: none"> <li>Haas and Flower: (pages 559-576)</li> <li>Rodgers (pages 824-829)</li> <li>Straub (pages 44-55)</li> <li>Thesis Statements: Primary Claims (video)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 5</li> <li>Partial Draft of Rhetorical Analysis for Peer Review</li> <li>Writer's Journal 6</li> <li>Videoconference Sign-up for Partial Draft of Rhetorical Analysis</li> <li>Discussion 3</li> </ul>	CLO1 CLO5
5 Sept 23-29	Project 1 Lesson 4 (Continuing Chapter 4)	<ul style="list-style-type: none"> <li>Supporting Claims with Evidence (video)</li> </ul>	<ul style="list-style-type: none"> <li>Partial Draft of Rhetorical Analysis for Videoconference</li> <li>Videoconference Sign-up for Full Draft of Rhetorical Analysis</li> <li>Writer's Journal 7</li> <li>Full Draft of Rhetorical Analysis for Peer Review</li> </ul>	CLO1 CLO4 CLO5
6 Sept 30- Oct 6	Project 1 Lesson 4 (Finishing Chapter 4)	<ul style="list-style-type: none"> <li>Revising and Editing Your Rhetorical Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Full Draft of Rhetorical Analysis for Videoconference</li> <li>Final Draft of Rhetorical Analysis</li> <li>Writer's Journal 8</li> <li>Discussion 4</li> </ul>	CLO1 CLO4 CLO5 CLO6
7 Oct 7-13	Project 2 Lesson 1 (Beginning Chapter 2)	<ul style="list-style-type: none"> <li>Chapter 2 (Literacies) Intro (pages 64-67)</li> <li>Brandt (pages 68-98)</li> <li>"Deborah Brandt" (podcast)</li> <li>Literacy Sponsors (video)</li> <li>Literacy Sponsorship Analysis Samples</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 6</li> <li>Exercise 7</li> <li>Writer's Journal 9</li> <li>Writer's Journal 10</li> <li>Discussion 5</li> </ul>	CLO2 CLO5
8 Oct 14-20	Project 2 Lesson 2 (Continuing Chapter 2)	<ul style="list-style-type: none"> <li>Cisneros (pages 101-104)</li> <li>Malcolm X (pages 106-114)</li> <li>Villanueva (pages 116-127)</li> <li>"TEDxConejo – Erin Gruwell – The Freedom Writers" (video)</li> <li>"Maria REYES on InnerVIEWS with Ernie Manouse" (video)</li> <li><i>Freedom Writers</i> (film) (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 8</li> <li>Exercise 9</li> <li>Writer's Journal 11</li> <li>Writer's Journal 12</li> <li>Discussion 6</li> </ul>	CLO2 CLO5

Week	Lessons	Readings	Assignments	Course Objectives Met
9 Oct 21-27	Project 2 Lesson 3 (Continuing Chapter 2)	<ul style="list-style-type: none"> <li>Young (pages 148-168)</li> <li>Pasqualin (pages 236-242)</li> <li>Writing Your Literacy Sponsorship Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 10</li> <li>Full Draft for Literacy Sponsorship Analysis Peer Review</li> <li>Writer's Journal 13</li> <li>Videoconference Sign-up for Full Draft of Literacy Sponsorship Analysis</li> <li>Discussion 7</li> </ul>	CLO2 CLO4 CLO5
10 Oct 28-Nov 3	Project 2 Lesson 4 (Finishing Chapter 2)	<ul style="list-style-type: none"> <li>Revising and Editing Your Literacy Sponsorship Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Full Draft of Literacy Sponsorship Analysis for Videoconference</li> <li>Peer Review Feedback for Literacy Sponsorship Analysis</li> <li>Final Draft of Literacy Sponsorship Analysis</li> <li>Writer's Journal 14</li> <li>Discussion 8</li> </ul>	CLO2 CLO4 CLO5 CLO6
11 Nov 4-10	Project 3 Lesson 1 (Beginning Chapter 3)	<ul style="list-style-type: none"> <li>Chapter 3 (Individual in Community) Intro (pages 270-273)</li> <li>Kain and Wardle (pages 395-405)</li> <li>Marro (pages 426-437)</li> <li>"Genre Theory" (podcast)</li> <li>Activity Systems and Genres (video)</li> <li>Activity Analysis Samples</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 11</li> <li>Exercise 12</li> <li>Writer's Journal 15</li> <li>Discussion 9</li> </ul>	CLO3 CLO5
12 Nov 11-17	Project 3 Lesson 2 (Continuing Chapter 3)	<ul style="list-style-type: none"> <li>Mirabelli: "Learning to Serve: The Language and Literacy of Food Service Workers" (pages 298-316)</li> <li>Klass: "Learning the Language" (pages 343-346)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 13</li> <li>Exercise 14</li> <li>Writer's Journal 16</li> <li>Writer's Journal 17</li> <li>Discussion 10</li> </ul>	CLO3 CLO5
13 Nov 18-24	Project 3 Lesson 3 (Continuing Chapter 3)	<ul style="list-style-type: none"> <li>Wardle: "Identity, Authority, and Learning to Write in New Workplaces" (pages 407-422)</li> <li>Writing Your Activity Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Exercise 15</li> <li>Partial Draft of Activity Analysis for Peer Review</li> <li>Videoconference Sign-up for Partial Draft of Activity Analysis</li> <li>Writer's Journal 18</li> <li>Discussion 11</li> </ul>	CLO3 CLO5
14 Nov 25- Dec 1	Project 3 Lesson 4 (Continuing Chapter 3)	<ul style="list-style-type: none"> <li>Revising and Editing Your Activity Analysis (video)</li> </ul>	<ul style="list-style-type: none"> <li>Partial Draft of Activity Analysis for Videoconference</li> <li>Peer Review Feedback for Activity Analysis Partial Draft</li> <li>Activity Analysis Full Draft for Peer Review</li> <li>Videoconference Sign-up for Full Draft of Activity Analysis</li> <li>Writer's Journal 19</li> </ul>	CLO3 CLO4 CLO5
15 Dec 2-8	Project 3 Lesson 4 (Finishing Chapter 3)		<ul style="list-style-type: none"> <li>Full Draft of Activity Analysis for Videoconference</li> <li>Peer Review Feedback for Activity Analysis Full Draft</li> <li>Final Draft of Activity Analysis</li> <li>Writer's Journal 20</li> <li>Discussion 12</li> </ul>	CLO3 CLO4 CLO5 CLO6
16 Dec 9-11	<b>FINAL EXAM</b> <b>(Final Exam needs to be completed by Wednesday, December 11, 11:59 PM)</b>		<ul style="list-style-type: none"> <li>Revised Essay (Optional)</li> </ul>	

### 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
<b>100</b>	<b>Total Percent Possible</b>

### 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-	90-92.9%
B+	88-89.9%
B	83-87.9%
B-	80-82.9%
C+	78-79.9%
C	73-77.9%
C-	70-72.9%
D	60-69.9%
F	0-59.9%

## 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/msc/moodle/public/incompletes.html>.

### Late Work

**Only** the final drafts of the major essays (the rhetorical analysis, literacy sponsorship analysis, and activity analysis) will be accepted late, and they will receive a 10% penalty for each day beyond the deadline on which they are submitted. Except in cases in which your instructor agrees that you have mitigating circumstances, *no other late work will be accepted*.

### 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](mailto:success@andrews.edu) or fax it to (269) 471-8407.
3. Email [sdestudents@andrews.edu](mailto: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.