

Writing 90 Fall 2020

This syllabus contains information about this course—what you'll be learning, what will be expected of you, and what you can expect from me. You should read it carefully and refer to it throughout the term. The better you know the syllabus, the better the chance that you'll do well in the course.

Instructor: Dio Morales

Contact Information: moraled@linnbenton.edu

Zoom Class Meeting Times

During our classes, I will give short lessons, practice quizzes, introductions to new assignments, and answers to your questions. I will do my best to make each class worth your time. When you attend, make sure you join the Zoom meeting using the name you used when you registered for this class because if I do not recognize who wants into the meeting, I will not let that person in.

- Tuesday, Wednesday, and Thursday 1:00-1:50.
The Zoom meeting ID for this class is <https://linnbenton.zoom.us/j/94753288380>.

[Note: the number of days we meet may be subject to change during the term.]

- Fridays, I will be in the Zoom classroom for drop-in questions.

Zoom Office Hours

I will hold regular Zoom office hours on Wednesday and Thursday from 3:00-4:00, but I am also happy to meet at other times during the week that are convenient for you and me. My Zoom meeting ID for this class is <https://linnbenton.zoom.us/j/985381783>.

Course Description

The Write Course (WR 90) emphasizes the skills required for effective communication. We focus on the rules of the road for writing in English, so students learn to write with increased confidence.

Course Outcomes

- Write paragraphs that have a clear, accurate focus, good support, and a satisfying conclusion
- Use a variety of sentence structures effectively
- Edit for correctness in run-ons, fragments, and comma usage, and common proofreading errors
- Use a word processing program to produce short papers in standard MLA college format

Required Materials and Accounts

- Access to Moodle and Your LBCC Student Email/Google Account
- LBCC's Minimal Computer Requirements and a Reliable High-Speed Internet Connection

“NO-SHOW” POLICY: Students may be dropped from the class if they do not complete all of the first week's assignments on time. Contact me before Friday of Week 1 if this is going to be a problem.

Assignments and Percentages

Every Friday I will post in Moodle the assignments for the following week. Every assignment will have a due date attached to it so that you can plan your week. I recommend you log in to Moodle each Friday, look over the assignments, and plan the following week out so that you are not waiting until the last minute to work on your assignments.

I will use both Moodle and a shared Google folder to present assignments, so it is important that you know how to use your LBCC email account to access your Google drive and our shared Google folder.

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| ● Weekly Assignments (exercises, practice quizzes, surveys, worksheets) | 20% |
| ● Quizzes (skill or concept mastery quizzes) | 20% |
| ● Writing Assignments (grading criteria provided with each assignment) | 25% |
| ● Two Tests (taken in Week 5 and Week 8) | 20% |
| ● Final Exam (a timed writing assignment taken the last week of the term) | 15% |

Grading Policy

I give many opportunities to improve grades and demonstrate mastery of the course outcomes. Most weekly exercises and writing assignments, but not all, can be revised for the chance of a higher grade. Typically, you have one week to revise an assignment for the chance to raise the grade. Quizzes may be retaken until the end of week 10. There is no harm in retaking a quiz; you always keep your highest grade. However, tests and the final exam cannot be revised or retaken. If you are worried about your grade, talk to me about ways to improve it.

Course grades will be determined as follows:

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

INC - Incomplete: if a personal crisis or illness occurs. A student must have completed 75% of coursework with a passing average.

P/NP - Students who choose a pass/no pass (P/PN) option instead of a letter grade will need to notify the registration office by the seventh week. A pass will be awarded for A, B, or C work.

W – A student officially withdraws by the end of week seven.

Keys to Success and Other Course Policies

1. **Attendance:** Online attendance (logging in frequently and completing the assignments and attending our regular Zoom meetings) is important to your success: if possible, work on the class assignments every day during the week until they are completed and attend our regular Zoom meetings, where I will introduce you to the important course skills and concepts, go over graded materials, and guide you through new assignments. I will hold regular class meetings in Zoom throughout the term, hold regular office hours, and will be available for individual Zoom or phone meetings by appointment--please take advantage of these opportunities to meet.
2. **Late Assignment Policy:** To receive full credit, you must submit assignments on time. Unless there are mitigating circumstances, only assignments turned in on time receive full credit and can be revised for the chance to raise your grade. Late assignments turned in within one week of the original due date can earn partial credit up to 80%. Assignments more than one week past due receive no credit unless there are mitigating circumstances. I will be flexible in the first two weeks, but by the end of week two, you should be able to access assignments and turn them in on time.
3. **Tests:** If you miss the deadline for completing a test or the final exam, you cannot make it up unless you arrange in advance for an extension or verify an emergency or crisis.
4. **When in doubt, seek me out:** Contact me when you have questions or concerns or just want confirmation that you are on the right track. You are not bothering me when you contact me; I am here to help you. The best way to contact me is through email. Monday through Friday, I try to answer email within 24 hours. My responses may be slower over the weekend. I answer student emails first, so be sure to include WR 90 in the subject line.

Online Expectations and Tips

- Understand that this course has a regular schedule of activities and assignments and is not self-paced.
- Be familiar with and write down due dates for assignments. That way, when you are not online, they don't disappear. Typically, all assignments are due by the end of the week they are assigned.
- Create a study schedule for yourself. You won't study if you don't plan for it.
- Learn to use the Internet, computers, email and word-processing software.
- Take responsibility for computer problems that prevent you from accessing your course or completing assignments.
- Ask me, your instructor, for clarification on anything you don't understand. I am here for you and many other staff too.
- Maintain courtesy and respect toward your classmates, instructor, and college employees.
- Use appropriate netiquette in all online communication.
- Contact the Student Help Desk's in case of technical issues with accessing Moodle, LBCC email, Single Sign On, and other computer problems.
- Meet with your instructor about accommodations approved by CFAR.
- Comply with LBCC's Students' Rights, Responsibilities, and Conduct.

Other Policies and Norms

Plagiarism and Academic Integrity: Presenting someone else's ideas in writing as if they are your own is plagiarism, and it is a serious academic offense. Any plagiarized elements in your writing will result in, at minimum, a zero for the assignment and, at maximum, automatic course failure. If you ever borrow information from an outside source to put in a writing assignment, you must cite it properly. If you're not sure how to do this, please ask me for help before submitting your paper. Once you submit a plagiarized paper, the consequences mentioned above will be enforced. Be aware that plagiarism detection software is used for the assignments that you submit on Moodle.

Communicating with Me: My main communication tool with you will be email, so it's essential that you check your LBCC student email at least once daily. In addition to having useful reminders for upcoming tasks, my emails will also often provide valuable course content that complements the current assignment we are working on. I have a 24-hour turnaround when replying to emails Monday through Friday although I typically reply much sooner than that. On weekends, I observe a 48-hour turnaround. When you have questions about an assignment, do not wait until a few hours before it is due to email me. Instead, be working on the course content early, and allow yourself time for questions--and time for me to answer those questions. I also encourage you to visit me during my office hours to discuss any questions or concerns or arrange to meet with me at another time that is convenient for both of us.

Accommodations: LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

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

LBCC Comprehensive Statement of Nondiscrimination: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

Student Rights, Responsibilities, and Conduct Code: These written community standards and the Student Rights, Responsibilities, and Conduct Code exist in support of the LBCC mission and are based on LBCC values of opportunity, excellence, inclusiveness, learning, and engagement. This code exists to shape the formation of an inclusive and safe community designed for effective teaching and learning. This code shall be applied in a manner consistent with teaching, learning, and developing students to become their best selves, prepared for work and life beyond college.

Basic Needs Statement: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this

may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu, or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.