Writing 90 Online 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: Virgil Agnew
Zoom Office Hour: Mondays from 11-11:50 and by appointment
Contact Information: agnewv@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 from 11-11:50. The Zoom meeting ID is https://linnbenton.zoom.us/j/5419174693. Note the number of days we meet may be subject to change during the term.
- Fridays, I will use the Zoom classroom for drop-in questions and help.

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, Zoom, and Your LBCC Student Email/Google Account

"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 if this is going to be a problem.

Assignments Percentages
- **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 five and week eight)   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. 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, for 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. Student must have completed 75% of course work 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, so be 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 circumstance. <u>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</u>.

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 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.

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. I'll have a weekly list of assignments you can print out. 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.
- Ask for help; 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](#).
- I will not be using the Moodle gradebook. Instead, I will use my own gradebook and send regular progress reports throughout the term, but anytime you want a report, just ask.

Adapted from https://www.educatorstechnology.com/2014/06/15-essential-netiquette-guidelines-to.html

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.** 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, T-107B, 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.