

Writing 90 Online Spring 2020

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And to be determined

[College Skills Zone: Instructional Assistance](#)
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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 that 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

- ◆ WR 90 Course Materials Packet: Available online or in the [LBCC Bookstore](#)
- ◆ Access to Moodle and Your LBCC Student Email/Google Account.

Assignments Percentages

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| • Weekly Assignments (Exercises, Practice Quizzes, Surveys, Worksheets) | 20% |
| • Quizzes (Skill or Concept Mastery Quizzes) | 20% |
| • Writing Assignments (Grading Criteria Posted 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. Many weekly assignments, but not all, can be revised for the chance of a higher grade. Typically, I give one week to revise an assignment for the chance to raise the grade. Quizzes may be retaken until June 5 for the chance at a higher grade. There is no harm in retaking a quiz, for I always keep the highest grade. However, the tests and 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) is important to your success: if possible, work on the class assignments every day during the week until they are completed. I plan to hold regular class meetings in Zoom throughout the term, and I will be available for individual Zoom or phone meetings by appointment, so take advantage of these opportunities to meet online.

2. Weekly Homework Assignments: To receive full credit, you must submit the assignments on time. **Here's my late policy:** Unless there are good reasons, only assignments turned in on time receive full credit*. And typically, all assignments are due by the end of the week they are assigned. Late assignments turned in within one week of the original due date can earn partial credit up to 75%. In other words, homework more than one week past due receives no credit unless there are mitigating circumstance. *However, I know that some of you are new to online learning, so I plan to 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. Writing Assignments: Writing assignments make up a major part of your course grade. Talk to me should you have any questions about these assignments. I will be here to guide you through every assignment. The same late policy for homework applies to writing assignments.

4. 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. Keep in mind that writing assignments given as part of a test cannot be revised to raise your grade.

6. When in doubt, seek me out: Please see 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/Moodle 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 checklist of assignments you can print out, but you will need to attach the due dates to them. 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.
- Keep the [Student Help Desk's contact information](#) accessible in case of technical issues with accessing Moodle, LBCC email, Single Sign On, and other computer problems.
- Inform your instructor of 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>

College Policies and Norms

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](tel:541-917-4425); Lynne Cox, T-107B, [541-917-4806](tel: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 exists in support of the LBCC mission and is 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.