

INSTRUCTOR: Kathy Alden

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**COURSE SCHEDULE:**

**January 8-March 3, 2024**

**COURSE DESCRIPTION:**

This course introduces and develops analytical thinking and writing skills with emphasis on the organization and development of the short essay. Nonfiction prose readings, designed to stimulate critical discussion and inquiry, provide a basis for writing and support intellectual growth; assignments are text-oriented.

**PREREQUISITE(S):**Successful completion of ENG 100 with a C or higher or appropriate Writing and Reading Placement Scores, or University placement.

**REQUIRED BOOKS:** None

**CREDIT HOUR STATEMENT:**
Courses offered in an 8-week session are twice as intensive as those held during a traditional full semester. Each week students should expect to spend 14 hours interacting with course content through a combination of direct instruction and out of class student work. Examples of direct instruction may include viewing or reading course lectures, engaging in class forum discussions with the course instructor and other students, viewing or reading supplementary online content required by the instructor, completing course quizzes and/or examinations, and reading instructor announcements related to course material and instructor feedback on assignments. Examples of out of class student work may include reading the assigned course textbook, doing independent library research, completing essay assignments, developing more extensive research papers, and studying in preparation for exams and quizzes.

**STUDENT LEARNING OUTCOMES:**

After completing this course, the student will be able to:

Writing Analysis and Practice

o Read essays and articles and determine the methods of development.

o Write essays based on personal experiences, observation, and/or assigned readings.

Revision

o Demonstrate the ability to edit writing to eliminate jargon, choppiness, dullness, and incoherence to produce a smooth, vivid style appropriate to the subject and the audience.

o Demonstrate the ability to proofread writing to eliminate sentence structure errors, verb and pronoun errors, punctuation errors, and spelling errors.

Research

o Locate and use appropriate reference materials for written and/or oral reports.

o Produce a research paper while using the appropriate formatting and documentation style.

**COURSE POLICIES AND PROCEDURES**

**ACADEMIC INTEGRITY**:

All assignments must be completed by the learner. Learners are expected to read and adhere to the Academic Integrity section of Reinhardt University’s Academic Catalog. Cases of academic dishonesty may result in expulsion from the University, a failing grade for the course, or a failing grade for the assignment.

The following are recognized as unacceptable forms of academic behavior at Reinhardt University:

1. Plagiarizing, that is presenting words or ideas not your own as if they were your own. The words of others must be enclosed in quotation marks and documented. The source of distinctive ideas must also be acknowledged through appropriate documentation. (NOTE: Strictly adhere to APA citation and referencing guidelines to avoid this).

2. Submitting a paper written by another student or another person as if it were your own.

3. Submitting a paper containing sentences, paragraphs, or sections lifted from another student’s work or other publications; there must be written documentation.

4. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.

5. Fabricating evidence or statistics that supposedly represent your original research.

6. Cheating of any sort on tests, papers, projects, reports, etc.

7. Using the internet inappropriately as a resource. See 3 above.

**COURSE REQUIREMENTS/ASSIGNMENTS:**

Knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all coursework. Methods of instruction and learning may include unit reading assignments, video lectures, discussion postings, individual research, and essay assignments. Learners are expected to complete all unit activities during the week they are assigned and in the manner prescribed.

**Reading Assignments**: Students are expected to complete the assigned readings
for each module prior to participating in discussions and assignments.

**Discussion Posts**: Each module will include a discussion post; follow the directions included in each discussion. The deadline for postings shall be published within individual Module Academic Requirements. Initial postings are due by 11:59 PM (EST) on the first Thursday of the unit. Students will be penalized 10 points for late submission of an initial posting. Initial postings will not be accepted after 11:59 PM (EST) on the first Friday of the unit.

Students must reply to a minimum of TWO DIFFERENT students in the class with a minimum of a 100-word response for each. The responses must be substantive in nature and tell what was valuable about the post and what else the writer might consider.  Responses are due no later than 11:59 PM (EST) on Saturday.

All postings and replies must adhere to APA 7th Edition guidelines regarding citations and referencing. Students must also employ proper grammar, punctuation, and correct spelling. Unit discussion posts will be averaged together and will account for 20% of the final course grade.

**Writing Assignments:** Module writing assignments often have more than one part. Be sure to answer each part of each question and follow the directions for each. Use your own words to communicate ideas and incorporate source material to support your assertions (when called for in the writing prompt). Students must adhere to the minimum word count specified for each assignment. Assignments must adhere to the citation and referencing guidelines contained in the 7th Edition APA Manual. Students must also employ proper grammar, punctuation, and correct spelling in all submissions. Module writing assignments will be averaged together and will account for 50% of the final course grade. The deadline for submissions shall be published within individual Module Academic Requirements. **No late work will be accepted.**

**Journal Writing:**Each module will contain a journal writing assignment; these assignments are related to the readings and topics covered within the module.  Directions to complete the journal writing are included in the prompt.  Module journal assignments will be averaged together and will account for 10% of the final course grade. The deadline for submissions shall be published within individual Module Academic Requirements. **No late work will be accepted.**

All work should be submitted within the Canvas Modules as directed in the course.  **No work will be accepted via email.**

**EVALUATION & GRADING:**

The following grading scale will be utilized in the determination of the student’s course grade:

Percentage of Points Earned and Corresponding Letter Grade
90 to 100%  A
80 to 89%     B
70 to 79%     C
60 to 69%     D
0 to 59%        F

**FINAL AVERAGE BREAKDOWN:**

Final grades for this course will be calculated as follows:

Discussion Posts   20%
Writing Assignments        50%

Journal Writing   10%

Midterm Exam   10%

Final Exam          10%

Total                   **100%**

**ONLINE ATTENDANCE AND WITHDRAWAL POLICY:**

Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed because of absence. Since class sessions function not merely for individual learning but also for group interaction, absences can become a serious problem both for the individual and for the group.

Online courses are generally delivered over a period of eight weeks with activities and assignments specified for each week. An online week is defined as being Monday 12:00 AM (EST) through Sunday at 11:59 PM (EST). Deadlines for attendance are based on Eastern Standard Time.

A student will be considered in attendance for a given week of online instruction if he or she participates in the course. Participation is defined as posting a response to a discussion assignment or submitting a completed course room activity/assignment during the online week prior to Sunday at 11:59 PM (EST).

**Initial Course Participation**
A student who fails to participate during the first 8 calendar days of a course shall be administratively dropped from the course.

**Ongoing Course Participation**
Ongoing course participation is satisfied through the continued completion of course room activities, such as written assignments, quizzes, or discussion question responses. Students who do not participate in a course for 7 or more consecutive days are not satisfying ongoing course participation.

Students who are not satisfying the ongoing course participation requirement shall be notified by a University representative via University email. The learner must resume participation in the course within 3 calendar days following the sending of the notification.

Students who do not resume participation in the course will be administratively withdrawn from the course and be issued a grade of “W” or “F”.

A grade of “W’ will be issued if an administrative or voluntary withdrawal occurs before 11:59 PM on Monday of the fifth week of the course.

A grade of “F” will be issued if an administrative or voluntary withdrawal occurs after 11:59 PM on Monday of the fifth week of the course.

Students may be impacted academically and financially in the case of voluntary and administrative withdrawals. It is the student’s responsibility to understand these implications.

**Online Academic Support Services**
Reinhardt University offers academic support services for online students through BrainFuse HelpNow. Services include access to live tutors, writing lab assistance, and study center resources. These resources are offered at no additional charge and are available on-demand at: http://www.brainfuse.com/highed/helpNow.asp?a\_id=68F429E2&ss=&r=

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of the Lawson Building. The phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

**NON-DISCRIMINATION STATEMENT:**
Reinhardt University does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.