



# On-Campus Course Syllabus

## COM 101 L1

### Rhetoric and Writing I

#### Spring 2021

### Class Information

**Day and Time:** T 12:15-3:00 PM

**Room Number:** E205

### Contact Information

**Instructor Name:** Dr. Spring

**Instructor Email:** [sspring@criswell.edu](mailto:sspring@criswell.edu)

**Instructor Phone:** 214.818.1346

**Instructor Office Hours:** T 3-4:30 PM, W 10-11 AM, Th 11 AM-12:30 PM and by appointment

### Course Description and Prerequisites

An introductory writing course that includes instruction in practical reasoning and the principles of rhetoric.

Prerequisite: ENG 090 or required minimum ACT or SAT score.

### Course Objectives

- a. Create a strategy for tackling and completing assignments in multiple courses
- b. Engage with readings actively and efficiently
- c. View readings/sources as part of a larger academic conversation
- d. Join the academic conversation (in class and in papers) with clear claims, reasons, and evidence
- e. Organize papers logically
- f. Become familiar with rhetorical strategies in papers
- g. Write with clarity, using standard American English
- h. Format papers using Criswell manual
- i. Develop editing skills

### Required Textbooks

*Norton Field Guide to Writing*, 5<sup>th</sup> edition by Bullock, Goggin, and Weinberg

ISBN 9780393655803

### Recommended Reading

If your version of our textbook doesn't have a grammar handbook, I strongly encourage you to purchase one.

### Course Requirements and Assignments

- a. Participation in class. This portion of your grade will be earned by coming to class with the readings done and readiness to participate in class discussions. **(10%)**

- b. Smaller writing assignments: abstract, annotated bibliography, response paper. These assignments will work on analysis, summary, and argumentation. Each of these papers must be turned in to Canvas, and no late work will be accepted. **(40%)**
- c. Peer editing assignments. You must peer edit your classmates' response papers and research essays. **(10%)**
- d. Grammar Quizzes. **(10%)**
- e. Research essay, which will serve as your final exam. This 3-4 page essay requires three secondary, scholarly sources and should follow Criswell style. You will submit two drafts during the semester: first final draft and second final draft. For revised drafts, students are expected to address ALL remarks from the first draft. **(30%)**

## Course/Classroom Policies and Information

- I reserve the right to ask a student to leave if he or she is being disruptive or uncooperative.
- Technology is allowed in the classroom – until it becomes a distraction.
- Daily work must be completed by the start of each class period; no late work will be accepted.
- Peer review will be done in class, but shorter writing assignments and the final research essay are due by 11:59 PM on our class day (10-point penalty per class period).
- Students can miss two class periods, but on the third absence, the student's grade may be affected.

## Class Attendance

Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Instructors are not obliged to allow students to make up missed work. Per their independent discretion, individual instructors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades.

## Grading Scale

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade point per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

## Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a

course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the "I" will become an "F."

## **Academic Honesty**

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

## **Institutional Assessment**

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

## **Institutional Email Policy**

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

## **Disabilities**

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable

accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

## Intellectual Property Rights

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

## Resources and Supports

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at [studenttechsupport@criswell.edu](mailto:studenttechsupport@criswell.edu).

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or [studentservices@criswell.edu](mailto:studentservices@criswell.edu). Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at [deanofstudents@criswell.edu](mailto:deanofstudents@criswell.edu).

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at [library@criswell.edu](mailto:library@criswell.edu). Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or schedule an appointment by emailing [tutoringcenter@criswell.edu](mailto:tutoringcenter@criswell.edu) or by calling 214.818.1373.

## Course Outline/Calendar

<b>T</b>	<b>Jan 19</b>	Course Introduction
<b>T</b>	<b>Jan 26</b>	How to Read Critically handout Chapters 1 and 2
<b>T</b>	<b>Feb 2</b>	Chapters 3-9 Criswell Manual of Style
<b>T</b>	<b>Feb 9</b>	Chapter 14 Grammar Workshop <i>Abstract Due</i>

<b>T</b>	<b>Feb 16</b>	Chapter 27 and 29 Grammar Workshop
<b>T</b>	<b>Feb 23</b>	Chapter 11 and 28 <i>Peer Review</i>
<b>T</b>	<b>Mar 2</b>	<i>1-2 page Response Paper Due</i> Grammar Workshop
<b>T</b>	<b>Mar 9</b>	Chapters 15, 47-52 Annotated Bibliography Workshop
<b>T</b>	<b>Mar 16</b>	<b>Spring Break</b>
<b>T</b>	<b>Mar 23</b>	<i>Annotated Bibliography Due</i> Chapter 13 and 38 Plagiarism and Source Integration
<b>T</b>	<b>Mar 30</b>	Chapter 30, 35, and 36
<b>T</b>	<b>Apr 6</b>	<i>Peer Review</i>
<b>T</b>	<b>Apr 13</b>	<i>First Final Draft Due</i> Grammar Workshop
<b>T</b>	<b>Apr 20</b>	Chapter 31-33 Grammar Workshop
<b>T</b>	<b>Apr 27</b>	<i>Peer Review</i>
<b>T</b>	<b>May 4</b>	Course Wrap-up Optional Reading: Chapters 24-26 <i>Second Final Draft Due</i>



## On-Campus Course Syllabus

### ADDENDUM FOR SP-21

### COM 101 L1

### Rhetoric and Writing I

In the event that Criswell College has to close the campus to on-campus classes during the SP-21 semester, this addendum specifies how your instructor intends to adjust the course in order to allow students to meet the course objectives.

The course requirements, assignments, calendar, and attendance requirements from the syllabus for this course are replicated below. Notes and changes to the information in the syllabus are highlighted. Information that is no longer relevant is indicated with a ~~strike through the font~~ and *replacement or new information is placed in italics*.

#### Course Requirements and Assignments

No change to course requirements.

#### Remote Class Sessions: Identity and Participation Verification

Class sessions will be completed via Zoom. Vocal participation will be required in each class, and presenters must turn on their video.