



Course Syllabus

COM 101 L2

Rhetoric and Writing 1

Fall 2025

Class Information

Day and Time: M/W 12:15-1:30 PM

Room Number: E206

Contact Information

Instructor Name: Dr. Spring

Instructor Email: sspring@criswell.edu

Instructor Phone: 214.818.1346

Instructor Office Hours: [M/W 1:30-3 PM, T 10-11 AM, and other times 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 critically, actively, and efficiently
- c. View readings/sources as part of a larger academic conversation
- d. Join the academic conversation (in class and in assignments) with clear claims, reasons, and evidence
- e. Organize papers logically
- f. Become familiar with rhetorical strategies
- g. Write with clarity, using standard American English
- h. Format papers using Turabian manual
- i. Develop editing skills

Required Textbooks

Writing Guide with Handbook [Free Writing Guide Textbook Available for Download - OpenStax](#)

Recommended Reading

I always recommend a grammar handbook and the 9th edition of Turabian style manual. If you need help with reading, Mortimer Adler's *How to Read a Book* is a great choice!

Course Requirements and Assignments

- Daily work and participation. This portion of your grade will be earned by coming to class with the daily assignments and readings done along with your readiness to participate in class discussions. (20%)
 - Peer Review or other In-class Activity
 - TBD: discussion questions or reading outlines
- Smaller writing assignments: literacy narrative, abstract, rhetorical analysis. These assignments will work on analysis, summary, and argumentation. Each of these papers must be turned into Canvas and formatted in proper Turabian. (30%)
- Grammar Quizzes. (20%)
- Final Position Paper: Students will pick a topic, research the topic, and argue in a logical, coherent way for their chosen position. At least 2 scholarly sources. TBD: one final draft or two. This paper must be turned into Canvas and formatted in proper Turabian. (30%)

Course/Classroom Policies and Information

- Attendance is taken at the start of each class, and I do not distinguish between excused and unexcused absences. Each student has four absences to use how they see fit, but after four absences, the grade will be affected. Two late arrivals will count as one absence.
- Technology is welcome in the classroom – unless it becomes a distraction.
- For an extra 10 daily points, send me a picture of an otter before the first class.
- **Daily work** must be completed by the start of each class period (12:15 PM); no late work will be accepted.
- Writing assignments and the final research essay are due by 11:59 PM on the scheduled class day: 10-point late penalty per day after that.
- Students who want help with their drafts should contact me or the tutoring center before the day that assignment is due.
- Please read the Academic Honesty section below. I expect **student work to be done independently** (quizzes, for example, should not be done in a group or with help), and **all work should be original**, as created by that student (not taken from the internet, not written by a friend or family member, not created by the new AI software). Students who do not submit original work may fail the assignment or the course, based on my discretion.
- Professors work closely with the Student Success Office. ***To help provide resources to students who may need it most, I will communicate the names of students who have two consecutive absences, low grades, or any other signs that they may be struggling.*** The Student Success Manager will reach out to these students and help find appropriate resources.

Video Recording

To ensure FERPA compliance when a course is live-streamed or recorded, students can opt out of video recordings by requesting seating in a designated area off camera. Students who sit outside of this area are giving implicit permission to be recorded.

Class Attendance:

Students should only enroll in courses they are able to attend regularly.

- **On-campus** students are expected to attend class **in person** according to the course syllabus.
- Students enrolled in the **online section** must pay any applicable online course fees.
- Online students are expected to attend class **synchronously** at the scheduled time via the designated video conferencing platform, Zoom, found in the left-hand global menu in Canvas.
- Online students must have their **cameras turned on with sound muted** during class, and actively participate in discussions and activities. In order to be properly identified, students must upload a picture ID to their Canvas Account Profile *prior to the first online meeting*. For instructions on how to upload a profile picture, [click here](#).

Missed Classes:

- Each instructor may decide how attendance impacts your grade and learning objectives. Details are provided within the course syllabus.
- Students are responsible for catching up on any material missed due to absence or tardiness.
 - Instructors are **not required** to allow make-up work for missed classes.

Attendance & Financial Aid:

- Students receiving **grants, loans, or scholarships** must meet participation requirements set by the college.
- It is the student's responsibility to:
 - Review relevant sections of the Academic Catalog.
 - Contact the **Financial Aid Office** for details on how attendance affects aid.
 - Understand the consequences of non-participation.

Census Period Attendance Requirement:

- Though Criswell College does not officially take attendance, it must verify that students **begin their courses** to meet federal aid regulations.
- **During the census period** (first two weeks of a 16-week semester or first week of shorter terms), students must participate in **academically related activities**, or they may be dropped from the course.

Examples of Qualifying Activities:

- Attending class in person or via live video with the instructor present
- Submitting an assignment, quiz, or exam
- Taking part in assigned tutorials, study groups, or discussion boards
- Having documented communication with the instructor about course content

Important Note:

Simply logging into Canvas or a Zoom session without participating (e.g., camera off, no interaction) **does not count** as attendance.

Canvas:

- Criswell College uses Canvas as its web-based Learning Management System (LMS).
- **For online courses** at Criswell College, instructors use Canvas to:
 - Organize course content on a module basis using organizational tools within Canvas
 - Control the timing of course requirements through module control or assignment due dates to ensure that students are engaged for the full length of the semester or term
 - Accept assignments from students only inside the Canvas course (emailed assignments are not acceptable)
 - Provide written feedback on assignments only within Canvas, preferably through Speedgrader
 - Use the Announcement or e-mail feature in Canvas to communicate with the students rather than by broadcasting to a class email listserv outside of canvas
 - Use Zoom in Canvas for all "live" (synchronous) class sessions

Important Note:

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.

Campus Closure

To ensure the health and safety of students and employees, college administrators may decide it is necessary on rare occasions to close the campus. Once this decision is announced, instructors will contact students to provide further details regarding the campus closure's impact on those courses. Students are responsible to watch for communication from their instructors and respond appropriately. (Unless otherwise specified by the instructor in this syllabus, this communication will be sent to the student's Criswell College e-mail account.)

In order to make progress toward the courses' objectives, instructors have the freedom during most campus closures to require students to participate in activities as alternatives to meeting on campus. An instructor may, for example, hold class remotely (through Zoom) at the scheduled time, provide a recording of a class or presentation for students to watch independently, or assign other activities that students are to accomplish before returning to campus. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in this syllabus during the period of the campus closure. If, during the period of the campus closure, personal circumstances prohibit a student from accomplishing these alternative activities or course requirements and assignment listed in the syllabus during the campus closure, the student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the period of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

Grading Scale

Assigning grade definitions (i.e., above average, average, below average) is optional. Please delete the last column below if not assigning definitions. Additionally, delete these instructions when completing syllabus.

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.

Course Policy on the use of Artificial Intelligence (AI)

ETHICAL USE	UNETHICAL USE
Concept Explanation	Plagiarism
Resource Citation and Formatting	Assignment Outsourcing
Idea Generation/Brainstorming	Misrepresenting Abilities
Feedback and Evaluation	Improper Reference Checking

Note: If you choose to use AI, there must be original work (created by you); in other words, students can ask AI to assist with their writing, but AI cannot generate the writing. **I may ask to see both the original and revised version, or I may ask you to define terms or describe your writing process.**

Examples of AI-related functions you **may not use** without permission:

- Text Generation – You may not use AI to generate text for use in an assignment.
- Outline Generation – You may not use AI to generate an outline for an assignment.

AI-related tools you **may use** without permission:

- Spellcheck and grammar – built into Word, Pages, and Google Docs
- AI re-writing tools – tools that take what you’ve written and help make it clearer, such as what Grammarly offers. However, you must cite Grammarly or other sources in your assignment/paper and submit both original draft of paper and the final paper.

- AI research – tools that help you find sources to cite, such as the new AI tools built into Logos Bible Software.)

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.

Research and Writing Standards

The default writing style for written assignments in Criswell College Courses is the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style, Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides.

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.

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. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information is located on the college website at [Criswell College Mental Health Resources](#), and students may contact the Director of Student Services if they have any questions.

Wallace Library: Students can access a wide range of academic resources and receive research assistance by contacting or visiting the Wallace Library, located on the second floor of the Education Building.

Login credentials for accessing the library's databases are emailed to students near the beginning of each semester.

For more information or assistance, email the Wallace Library at library@criswell.edu or visit www.criswell.edu/academics/wallace-library/.

Tutoring Center: Students are encouraged to consult with tutors to enhance their skills and build confidence. All tutors are recommended by faculty to ensure they are qualified to support the student body. To meet with a tutor, students can schedule an appointment through Calendly at <https://calendly.com/criswell-tutoringcenter>. The Tutoring Center is located in room E203 of the Education Building.

For questions, email tutoringcenter@criswell.edu.

Course Outline/Calendar

M	Aug 18	Course Introduction
W	Aug 20	Introduction to Rhetorical Situations
M	Aug 25	How to Read Critically Handout Chapters 1-4
W	Aug 27	Grammar Workshop Chapters 5-9
M	Sept 1	Labor Day: No Class
W	Sept 3	Chapters 10 and 18 Grammar Workshop
M	Sept 8	<i>Draft of Literacy Narrative Due</i>
W	Sept 10	Literacy Narrative Due
M	Sept 15	Chapters 47-49

W	Sept 17	Turabian Documentation Style Chapters 12 and 14
M	Sept 22	<i>Draft of Abstract Due</i>
W	Sept 24	Abstract Due
M	Sept 29	Chapter 11
W	Oct 1	Chapter 16 Grammar Workshop
M	Oct 6	Chapters 51-53
W	Oct 8	Thesis for Rhetorical Analysis
M	Oct 13	DEVELOPMENT WEEK
W	Oct 15	DEVELOPMENT WEEK
M	Oct 20	Review
W	Oct 22	<i>Draft of Analysis Due</i>
M	Oct 27	Analysis Due
W	Oct 29	Chapters 27 and 29 Grammar Workshop
M	Nov 3	Chapter 13
W	Nov 5	Chapter 38
M	Nov 10	Finding and Developing a Thesis
W	Nov 12	Chapters 30, 35, and 36
M	Nov 17	Plagiarism and Source Integration
W	Nov 19	<i>Draft of Position Paper</i>
M	Nov 24	THANKSGIVING BREAK
W	Nov 26	THANKSGIVING BREAK
M	Dec 1	Chapters 31-33
W	Dec 3	Revision and Grammar Workshop
M	Dec 8	Course Wrap-up
W	Dec 10	Final Draft of Final Paper Due