

ENGLISH 101 ONLINE

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Office Hours: Tuesdays 2-3pm and by appointment; schedule through Starfish

ENGLISH 101-Course Policies**Course Content**

Some of the materials and experiences in this course may present you with ideas that oppose your beliefs and values, and you may find some of the material offensive. Keep in mind that we are not advocating nor asking you to approve of, adopt, believe, or embrace any of the points of view found in the material we will study in this class. Understand that one of the reasons you are in college is to expand your knowledge; it is important that each of us recognize our own personal biases and be open to hearing alternative viewpoints. By remaining in this class, you consent to being exposed to the assigned materials. Alternative assignments will **not** be offered.

Course Expectations

The course is a **web-hybrid** (WHYB) which "is taught online with a few required, virtual meeting dates." The course is broken up into three units of five weeks each and **we will meet virtually for an hour each week** (see course calendar). Each unit is then broken down into weekly assignments. Each week, you should expect to spend at least 9 hours on the course work. This will include both reading of assigned texts as well as written activities such as discussion board posts, question responses, drafts, and/or essays.

It is recommended that you check the course Blackboard page at least **five times a week** for any updates or changes to the original course schedule/assignments.

In most cases, feedback will be provided to the student within 48 hours of a submission. The instructor reserves the right to extend that time period as needed.

Grading Standards

You will write a minimum of 5000 total words (20-30 pages), including no fewer than three essays of at least 900 words (4-6 pages) in a variety of genres with opportunities for response and revision. At least one essay must be fully researched, supported and documented using secondary sources. Electronic or other projects of equivalent rigor and substance may be included, but the focus of the course must be the composing of formal written work.

Each written assignment must be typed, double-spaced, and follow the MLA format. Be sure to proofread your writing carefully before turning it in. Since we will follow a Monday-

Sunday schedule, each week's assignments are due no later than Sunday by 11:59pm, with the exception of the final paper, which will be due on a Saturday.

Your final grade will be based on reading responses, discussion posts, and three formal essays.

Grading Criteria

Narrative Reading Response 1	5 points
Narrative Reading Response 2	5 points
Narrative Draft Paper	5 points
Narrative Peer Discussion	5 points
Narrative Final Draft	10 points
Rhetorical Analysis Summary	5 points
Rhetorical Analysis Audience/Appeals	5 points
Rhetorical Analysis Draft Paper	5 points
Rhetorical Analysis Peer Discussion	5 points
Rhetorical Analysis Final Draft	10 points
Research Video Response	5 points
Research Draft Paper	5 points
Research Argument Discussion	5 points
Research Revised Draft Paper	5 points
Research Final Draft	20 points
Total	100 points

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Late Work policy

Late assignments must be submitted via Blackboard within 24 hours of the due date and time. Late assignments will receive a 10% deduction of the assignment grade. Assignments more than 24 hours late will not be accepted and will receive a 0.

All essays must be a minimum of 900 words and a maximum of 1200.

Formal essays must meet the minimum word requirement specified by the assignment or they will be reduced 10% off the final essay grade.

If you encounter difficulties with any of the assignments or are having difficulty meeting deadlines, please [contact me](#) as soon as possible.

Online Course Submission Policy

All drafts and essays must be submitted in MLA format. Question responses do not need to follow MLA format. All work needs to be submitted in <.doc>, <.docx>, <.rtf> or <.pdf> file format. If a file is unreadable or if the file will not open, the work will receive a 0 (zero).

I will provide comments and suggestions for revision, editing, and proofreading within your paper. You must know how to access in-line comments in your paper. I will also provide general commentary in the feedback section of the assignment submission page. If you need in-depth commentary or help with your essays, please schedule a virtual office visit through Starfish or consult with an Online Writing Center tutor.

Communication Policy

The official means of communication at Cincinnati State is Cincinnati State email. Please use your Cincinnati State account for all communication. Emails sent from any other email addresses will be deleted. I will respond to email within 24 hours during the week and 48 hours on the weekend.

All students are to show the utmost respect to each other and to the professor when communicating via email, course discussion boards, and in the classroom. Students that fail to show the proper respect, as judged by the instructor, will be given a warning after a discussion of the offense. A second violation of the policy will result in removal from the course.

Any communications deemed threatening by the instructor will be reported to the Department Chair, Academic Vice President and Campus Police, whether or not the threat is a first violation of the policy.

Academic Integrity

Ethical conduct is the obligation of every member of the Cincinnati State community. Violations of academic integrity that constitute serious breaches of ethical behavior include, but are not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism. Penalties imposed by the instructor may include failure of the assignment or failure of the course. The instructor has the option of filing a report of the incident with the Provost for documenting purposes. Only the Provost can impose suspension or dismissal.

Plagiarism

What is Plagiarism and Why is it Important?

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing.

As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge;
- quotations of another person's actual spoken or written words;
- paraphrase of another person's spoken or written words.

Plagiarism includes, but is not limited to, the intentional use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the intentional unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of essays or other materials.

Sanction for plagiarism is at the sole discretion of the instructor and will be addressed on a case-by-case basis. Penalties may include failure of the assignment, failure of the course, and/or institutional action through the Office of the Provost.

“Recycled Work”

If you are attempting to re-take this class, you must submit all new assignments. No "recycled" assignments will be accepted.

Non-Attendance Policy for Online and Hybrid Courses

Students enrolled in courses classified as WEB (Web-based; no in-person attendance required) or HYB (Hybrid; primarily Web-based but with some required in-person activities) must log in to the course website during the first two weeks of the term and participate in an online activity.

Participation in an online activity includes, but is not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

A student who is enrolled in the course but does not log into the website during the first two weeks of the term is to be designated a No Show (NS) by the instructor. All other policies described in the catalog section on “Non-Attendance” apply to students in WEB and HYB courses also.

In some cases, the website for a WEB or HYB course will be open to students prior to the first day of the term. Student activities on the website prior to the first day of the term will be used to determine whether an NS designation is given.

Non-Attendance Leading to Administrative Withdrawal

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.
- Faculty members who implement this policy will include information in their course syllabus explaining how attendance is taken and stating that three consecutive weeks of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic Dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for three consecutive weeks.
- The Dean will investigate and, if warranted, will notify the Registrar to administratively withdraw the student from the course.

Computer Literacy

Taking courses offered through distance learning can be a great option for student who might have difficulty attending classes on campus as well as those who enjoy participating in alternative learning environments. However, being successful in most distance learning courses requires a level of self-discipline and dedication that some students may not anticipate. And, although technology is becoming more user-friendly, distance learning courses do require a minimum level of computer competency.

The links below will help you to gauge your readiness for learning in the online environment.

Distance Learning Page

This link will take you to the College's Distance Learning page. On this page, you will find a section on the minimum Academic and Technical requirements for Distance Learning courses.

<https://www.cincinnati.state.edu/contact-us/campuses/online>

Smarter Measure

SmarterMeasure is an assessment that measures learner readiness. SmarterMeasure is an indicator of the degree to which distance learning and/or learning in a technology rich environment will be a good fit for you. It will help you prepare to be successful as a student. You are not penalized for guessing on SmarterMeasure, so please enter an answer for each question on the assessment. Upon completion of SmarterMeasure you will receive a score report which will not only help you understand your strengths and opportunities for improvement, but will also provide resources to help you succeed. Remember, this assessment is strictly for your benefit. Take the time to rate yourself honestly.

<https://cstateonline.smartermeasure.com/>

Technical Help

It is the student's responsibility to make certain that he or she has access to the necessary technology to complete the course. Failure of technology is not an excuse for late or missing

assignments. It is also the student's responsibility to understand the technology being used in the course. This is not a course in beginning Blackboard and the instructor holds no responsibility in terms of teaching the students how to use the technology. It is recommended that all students in the course enroll in The Student Blackboard Help Center, which features all of the necessary material to answer any Blackboard questions.

Helpdesk Number: 513-569-1234, option 1

Email: itshelpdesk@cincinnatiastate.edu

Blackboard Resources on Accessibility

The accessibility of the Blackboard Learn™ platform is an important part of design and development at Blackboard. Blackboard is committed to providing adequate documentation, resources and references for those looking for more information about the accessibility of Blackboard Learn. <https://help.blackboard.com/Learn/Student/Accessibility>

Tutoring Center

The Tutoring Center at Cincinnati State serves as a resource to support, improve and enhance student learning. This is achieved through the combined efforts of faculty, staff and tutors.

<https://www.cincinnatiastate.edu/tutoring?searchterm=tutoring>

Writing Center

Because this is an online course, you will have access to a Writing Center tutor who is familiar with working with students enrolled in online courses. See Blackboard for more information.

<https://www.cincinnatiastate.edu/students/student-support/tutoring/writing-center?searchterm=writing%20center>

Disability Services <https://www.cincinnatiastate.edu/disability-services>

The Office of Disability Services (ODS) ensures that students with special needs receive the academic accommodations that they need in their course of study. Any student or prospective student who has a disability, as defined under the Americans with Disabilities Act (ADA) of 1990 or the guidelines for section 504 of the Rehabilitation Act of 1973, may register with ODS. Students who are eligible or think they might be eligible may visit the office in Main 129 or contact ODS by phone (513) 569-1775 or email disabilities@cincinnatiastate.edu

The Office of Veteran Affairs <https://www.cincinnatiastate.edu/veteran>

The Office of Veterans Affairs (OVA) at Cincinnati State offers assistance to veterans, their eligible dependents, and selected reservists who wish to initiate, continue, or resume using their Veterans Affairs educational benefits.

The OVA provide benefit counseling, claims filing to the Department of Veterans Affairs (DVA), admission advising, referrals to other services on campus, and referrals to various community agencies. The office also monitors student degree plans and graduation progress. All veterans and eligible dependents must be certified through OVA to receive educational benefits from the DVA.

Title IX

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in the College's programs and activities. Sexual harassment, including sexual violence and retaliation, are forms of discrimination prohibited by Title IX. Staff and faculty have a "duty to report and a duty to act" in instances of situations or observations that would meet discriminatory and/or harassment guidelines under Title IX. If you are unsure of someone's duties and abilities to maintain privacy, ask them before speaking to them. To ensure confidentiality in instances that might qualify, problems may be reported to College Counseling Services. Reports of sexual violence, assault, discrimination, or harassment may also be reported by contacting the Director of Human Resources at (513) 569-1565 or hr@cincinnati-state.edu. Incident reports may also be filed online at <https://publicdocs.maxient.com/incident-report.php?CincinnatiState>.

Parenting Resource Center

Parenting Resource Center is in Main 135B, right next to the Veteran's Affairs office. The Parenting Resource Center is a family-friendly study and gathering area for students that are parents. There is a lending library with kids' activities and parenting materials and plan to offer a kids' clothes closet.

Counseling Center

The Counseling Center addresses personal and mental health concerns, as well as referrals to community resources. The Counseling Center is in Main 171. The phone number is 569-5779.

Surge Cupboard

PLEASE NOTE

Due to COVID-19, the Surge Cupboard services have been SUSPENDED. Please visit the link below for agencies that might be helpful in your area: www.foodpantries.org/ci/oh-cincinnati

The Surge Cupboard is Cincinnati State's Food Pantry. It is located in Main 137 on the Clifton Campus. All currently registered Cincinnati State students (taking classes at Clifton, Middletown or Harrison campus) are eligible to use the Food Pantry once a month, to receive 3 days' worth of food and toiletry items. Once a month in Fall and Spring semesters, the Food Pantry offers a Farmer's Market, with fruits and vegetables distributed to students at no cost. The monthly Farmer's Market takes place in the ATLC "Spot" (Room 130, just outside the Bookstore). Produce is distributed from 11:30 a.m. to 12:30 p.m., or until all produce is gone.

Additional Support

Additional Student Support and Resources are on the Cincinnati State website at www.cincinnati-state.edu/students/student-support

Course Schedule Summer 2020

UNIT ONE: NARRATIVE**Week One May 11-17****Weekly Assignments:**

Read: The Narrative-handout

“Shooting an Elephant” - George Orwell

Watch: “The Clues to a Great Story” - Andrew Stanton

T 5/12 *First online meeting: Blackboard Collaborate 1:00-1:50pm ET*

H 5/14 Due: Post on the “Introduce Yourself” Discussion Board

SU 5/17 Due: response questions by 11:59pm ET

Week Two May 18-24**Weekly Assignments:**

Read: “Learning to Read” - Malcolm X

Watch: “The Danger of the Single Story” - Chimamanda Ngozi Adichie

T 5/19 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 5/24 Due: response questions by 11:59pm ET

Week Three May 25-31**Weekly Assignments:**

Read: Links on The Writing Process

Watch: “How to Find a Wonderful Idea” – OK Go (if you want, skip to 3:43)

T 5/26 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 5/31 Due: Draft of Literacy Narrative by 11:59pm ET

Week Four June 1-7**Weekly Assignments:**

Read: “Reviewing for Purpose” handout

Links on Revision

T 6/2 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 6/7 Due: Post introduction to discussion board for peer response by 11:59pm ET

Week Five June 8-14**Weekly Assignments:**

Read: Links on Editing/Proofreading

Watch: UNC-Chapel Hill Proofreading video

T 6/9 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 6/14 Due: Final literacy narrative draft by 11:59pm ET

UNIT TWO: RHETORICAL ANALYSIS**Week One June 15-21****Weekly Assignments:**

Read: "Disability" – Nancy Mairs; "Cultural Baggage" – Barbara Ehrenreich; "April and Paris" – David Sedaris

Read: "How to Write a Summary" handout

T 6/16 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 6/21 Due: write a summary for each of the three readings 11:59pm ET

Week Two June 22-28

Weekly Assignments:

Read: "Audience"; Review last week's readings

T 6/23 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 6/28 Due: response questions by 11:59pm ET

Week Three June 29-July 5

Weekly Assignments:

Read: MLA Documentation links

T 6/30 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 7/5 Due: Draft of Literacy Narrative by 11:59pm ET

Week Four July 6-12

Weekly Assignments:

Read: "Reviewing for Purpose" handout

Links on Revision

T 7/7 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 7/12 Due: Post thesis statement to discussion board for peer response by 11:59pm ET

Week Five July 13-19

Weekly Assignments:

Read: Links on Editing/Proofreading

Watch: UNC-Chapel Hill Proofreading video

T 7/14 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 7/19 Due: Final rhetorical analysis draft by 11:59pm ET

UNIT THREE: RESEARCH

Week One July 20-26

Weekly Assignments:

Watch: "Is the Internet Making Us Stupid"; "Connected But Alone"; "Why Privacy Matters"

T 7/21 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 7/25 Due: answer video questions by 11:59pm ET

Week Two July 27-Aug 2

Weekly Assignments:

Choose: video to focus on for your essay

Read: two appropriate pre-selected sources to support your argument

Read: MLA Style Guide links

T 7/28 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 8/2 Due: write draft by 11:59pm ET

Week Three Aug 2-Aug 9

Weekly Assignments:

Read: 3 websites on Argument

T 8/3 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 8/9 Due: post on arguments to discussion board by 11:59pm ET

Week Four Aug 10-Aug 16

Weekly Assignments:

Read: "Reviewing for Purpose" handout

Links on Revision

T 8/11 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SU 8/16 Due: Submit second draft by 11:59pm ET

Week Five Aug 17-Aug-22

Weekly Assignments:

Read: Links on Editing/Proofreading

Watch: UNC-Chapel Hill Proofreading video

T 8/18 *Online meeting: Blackboard Collaborate 1:00-1:50pm ET*

SA 8/22 Due: Final research essay draft by SATURDAY 11:59pm ET