

Instructor: Debra Hays

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Office: CH 13

**Communication:** I will be checking my email several times throughout the day, but if you want to make sure you get an answer the same day, email by 8:00 p.m. I won't check my email after 9:00 p.m. I will, however, check it first thing in the morning before any assignments are due by 10:00 a.m.

**Required Texts:**

*The Little Seagull Handbook, 4th ed.—Bullock, Brody, and Weinberg*

**Description and Goals:** Catalog Description—Emphasizes writing for a variety of rhetorical situations with attention to voice, audience, and purpose. Provides practice in development, organization, revision, and editing. Introduces research skills.

English 100 introduces students to college-level writing and critical reading, gives students instruction and practice in writing and reading college-level essays, and makes students aware of how various audiences and rhetorical situations call for different choices in language, structure, format, and tone. Assignments stress how and why writers make rhetorical choices and are designed both to immerse students in written language and to develop critical thinking, reading, and writing skills.

**Ultimately, the primary objective of English 100 is to help students see writing as a thinking tool—a means to discover what they think and then as a means to communicate those ideas effectively.**

**Assignments:** There will be three formal essays, one of which will be revised for a separate, hopefully higher, grade. In order to strengthen the writing, each student will post rough drafts of their essays on the Blackboard (BB) site to get feedback from the instructor and fellow students. The essays and revision must be submitted as polished, formal MLA-style documents. Papers must be formatted according to the assignment instructions that will be listed in BB for each assignment. Furthermore, there will be several weekly assignments that will be worth approximately 20% of your total grade (the rough drafts of the major essays fall under this category). Finally, in order to pass the class, you must complete all work assigned.

**Late Assignments:** I will not take work more than twenty-four hours late; 10% will be deducted for being late.

**Structure of Course:**

Each day the class “meets” (Monday-Friday), I will post an announcement by 12:00 p.m. (noon). How early or late in the morning depends on whether or not I have something to grade for the class that I want to respond to in the announcement, so expect the announcement anytime between 7:00 am and noon. **The announcements will incorporate discussion and instructions for assignments, as well as information about the technical and creative aspects of the writing process. So make sure you read these announcements because they are basically our “class meetings.”** I will automatically email a copy of the announcement when it is complete. But be sure to look at the BB site every day under the Weekly To-Do List tab to double check instructions for assignments, due dates, etc.

I will post your grades for all assignments in the grade center on BB.

**Technology:** Since you are submitting your work through Blackboard, you will submit all of your written work as a file saved in .rtf or .docx format. If I cannot open your paper because you did not save it correctly, the paper will not receive credit.

There are known issues between Blackboard and Microsoft Edge, so do NOT use Edge as your browser (don't even have it open when uploading) because it will cause your paper to be blank, and blank papers do not earn credit. If you are unsure about what browser you are using, you can call the IT Helpdesk at 270-745-7000 and ask them to help you identify it. Edge looks a lot like the "e" for Explorer, so don't be fooled!

**IT Service Desk:** There's a tab on our course site that will take you to WKU's free IT Service Desk if you have technological issues. The technicians at the IT Service Desk are experts and can solve most technology issues within a short time. Their phone number is 270-745-7000. You can also reach the IT Service Desk through the Tools tab on our BB course site.

**Cheating/Plagiarism:** If you are found to have cheated or plagiarized on any assignment, you will receive a "0" for that assignment. If it happens more than once you will fail the course. Moreover, all writing assignments must be written during the current session.

**AI tools prohibited** (ChatGPT and Generative AI policy): All work submitted in this course must be your own. Artificial intelligence (AI) tools are not permitted for any type of work in this class. If you choose to use these tools, your actions will be considered academically dishonest and a violation of the WKU Student Code of Conduct.

**Resolving Complaints about Grades:** The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. See the Student Handbook, available online at <http://www.wku.edu/handbook/> for additional guidance.

**ADA Notice:** In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center, Room 1074, Downing Student Union. The SARC telephone number is 270-745-5004 (270-745-3030 TTY); the email address is [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from the Student Accessibility Resource Center.

### **Colonnade Learning Outcomes Met by this Course:**

English 100 helps to fulfill the written communication (WC) Colonnade Foundations requirement. Upon completion of English 100, students will demonstrate the ability to

1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
2. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare written texts.
3. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response.
4. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

**Incompletes:** Typically, incompletes will not be granted for any English Foundations course. When extenuating circumstances arise—for example, if a student is in the military and is deployed, or if a student has a personal or medical crisis that comes up toward the end of the semester—the student must discuss the situation with the instructor if possible and the instructor will consider an incomplete. The instructor will only consider an incomplete for students who are in good standing (C or higher) in the course.

**Title IX/Discrimination & Harassment:** Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigator, Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

**Online Classes/RSI (Regular and Substantive Interaction):** The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning webpage. In this course, regular and substantive interaction will take place in the following ways:

- Daily announcements
- Timely and detailed feedback on assignments provided within 2-3 days of submission of major assignments; sooner for daily assignments
- Providing constructive feedback on student assignments, which identifies specifically what has been done correctly, needs improvement, or guides students to the next steps of learning.
- Faculty participation in some discussion boards
- Providing information or responding to questions about the content of a course or competency
- Being present, guiding, and initiating contact with students
- Interaction with students happens frequently and students grow to expect it
- Assignments and assessment deadlines that are spread throughout the term of the class

#### **Grades:**

Essay #1	100 points	A=630-700 points
Essay #2	100 points	B=560-629 points
Annotated Bibliography	100 points	C=490-559 points
Essay #3	100 points	D=420-489 points
Revision of Essay #3	150 points	F= 0-419 points
Daily/Weekly work (10 x 15)	150 points	

Total: 700 points

#### **Important Dates:**

Class Begins—December 11  
 Drop/Add ends—December 13  
 60% Point—December 31  
 Last Day to Withdraw with a "W"—January 3  
 Final—January 13 (no final for our class)

The following daily schedule is a “bare bones” outline of when assignments are due; I will “flesh out” all instructions for assignments, etc., in the daily announcements/To-Do List.

Tentative Schedule: **ALL WORK IS DUE BY 10:00 AM CENTRAL TIME**

DEC	11	M	Introduction to Course; Introduce Essay #1 <a href="#">Post to Weekly Work an Introduction of Yourself</a> by 10:00 am Central Time
	12	T	<a href="#">Post to three other students' intros</a> by 10:00 am Central Time
	13	W	Rough Draft due for Essay #1 by 10:00 am Central Time— <a href="#">Post to Weekly Work</a>
	14	R	<a href="#">Post Comments for Rough Drafts of Essay #1</a> by 10:00 am Central Time
	15	F	<b>Essay #1 Due by 10:00 am Central Time (upload to BB)</b> Discuss Quoting, Paraphrasing, and Summarizing/Assign Exercise/ Introduce Essay #2
	18	M	Continue discussing Essay #2 and Quoting, Paraphrasing, and Summarizing
	19	T	Exercise due for Quoting, Paraphrasing, and Summarizing by 10:00 am Central Time ( <b>upload to BB</b> )/ Continue discussing Essay #2
	20	W	Return graded exercise/Work on Rough Draft of Essay #2
	21	R	Rough Draft due for Essay #2 by 10:00 am Central Time— <a href="#">Post to Weekly Work</a>
	22	F	<a href="#">Post Comments for Rough Drafts of Essay #2</a> by 10:00 am Central Time
	25	M	<b>CHRISTMAS!—No Work Due</b>
	26	T	<b>Essay #2 Due by 10:00 am Central Time (upload to BB)</b> Introduce Essay #3 and Annotated Bibliography /Discuss Evaluating a Source/ Provide handout for Evaluating a Source/Assign Homework
	27	W	Evaluation of a Source due by 10:00 am Central Time ( <b>upload to BB</b> )
	28	R	Continue searching and researching for sources to use for Essay #3
	29	F	<a href="#">Topic and Working Thesis Posted to Weekly Work</a> by 10:00 am Central Time
JAN	1	M	<b>NEW YEAR'S DAY—No Work Due</b> Continue working on Annotated Bibliography
	2	T	<b>Annotated Bibliography Due by 10:00 am Central Time (upload to BB)</b>
	3	W	Discuss graded AB's/ give “go ahead” for writing Essay #3
	4	R	Work on Rough Draft of Essay #3
	5	F	Rough Draft due for Essay #3 by 10:00 am Central Time— <a href="#">Post to Weekly Work</a>
	8	M	<a href="#">Post Comments for Rough Drafts of Essay #3</a> by 10:00 am Central Time
	9	T	<b>Essay #3 Due by 10:00 am Central Time (upload to BB)</b>
	10	W	“Return” Essay #3 and discuss/answer any Last-Minute questions about revisions
	11	R	Work on revision of Essay #3
	12	F	<b>Revision of Essay #3 Due by 10:00 am Central Time (upload to BB)</b> <b>CLASS IS NOW COMPLETED!!! (No Final)</b>