



COURSE SYLLABUS

ENG 101 – WC English Composition I

Self-Paced Course – Web-Based Format Option

Session begins on the 1st day of enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Holly Ireson
Email: iresonh@uiu.edu

Availability: Please email me with any questions or concerns and I will reply within 24 hours or less. Always use your UIU email account and include the Course Number (ENG 101-WC) in the Subject line of your email and your name in the email.

Contact Information: For questions, comments, or concerns please contact the
Self-Paced Degree Program office:
Telephone: 563-425-5200 or 1-800-553-4150
E-mail: selfpaced@uiu.edu
Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

Course Description

Credits: 3 semester credits

Catalog Course Description: This course includes the study and practice of rhetorical conventions and styles, including description, narration, explanation, and argument. Students are expected to have already demonstrated college-ready skills in grammar and sentence structure evidenced by a score of 18 or higher on the verbal section of the ACT test or the satisfactory completion of a challenge examination. Emphasis is on the development of a sound understanding of rhetorical principles, and written compositions are regularly assigned. This course does not count toward the completion of the English major. Prerequisite: ACT (verbal portion) of at least 18 or the completion of ENG 100 or successful performance on a challenge examination.

Term Information

Refer to myUIU or the color cover page attached to this course packet for your official term enrollment period.

You have six months from the begin date of your enrollment to complete this course. You should start working on your course immediately upon enrollment and be prepared to submit unit one (1) within the first 60 days of the enrollment period to avoid a potential administrative withdrawal.

Course Objectives

1. Identify strategies of the process approach to college level writing
2. Employ prewriting strategies to generate topics
3. Practice methods for narrowing topics and supporting main ideas

4. Develop ideas—including those based on one's experience—in coherent, organized essays
5. Demonstrate control of main ideas by formulating a thesis, introduction, and conclusion
6. Perform attentive reading and critical thinking skills
7. Revise and edit drafts to strengthen written work
8. Practice levels of usage and punctuation required of Standard American English
9. Gain familiarity with APA format to accurately/fairly incorporate another writer's ideas and to avoid plagiarism
10. Objectively assess the success of composition strategies apparent in an essay

Credit Hours: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

Required Textbooks

It is the student's responsibility to make sure the student has access to all required course materials by the start of the session.

Required Textbook:

Your required textbook for this course is:

Kennedy X.J. "The Bedford Guide for College Writers" (13th Edition) Bedford/St. Martin's, 2023.

Ordering Textbooks

You can purchase your textbook through the online university bookstore, BNC Direct,
or by phone at (800) 325-3252.

Recommended Resources:

1. UIU Writing Center <https://uiu.edu/support/academic-success/writing-center/>
2. UIU Library Resources <https://uiu.edu/support/library/index.html>
3. Research and Writing: <http://owl.english.purdue.edu/>
4. APA 7th Edition https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.htm

COURSE REQUIREMENTS AND GRADING CRITERIA

Grading Criteria

The course letter grade will be based on the following grading criteria:

Table 1: Course Activities and Points

Activity	Points
Student Autobiography	20
Units 1, 2, 3 (6 writing assignments)	300
Unit 4 (1 writing assignment)	50
Unit 5 (2 writing assignments, rough draft and final draft)	300
Unit 6 (1 writing assignment, rough draft and final draft)	250
Unit 7 (1 writing assignment, rough draft and final draft)	250
Unit 8 (1 writing assignment, rough draft and final draft)	250
TOTAL	1420

Grading Scale

This course will use the following scale:

Table 2 Grading Scale [EXAMPLE]

Letter Grade	Percent
A	93-100%
A- (minus)	90-92
B+	87-89
B	83-86
B- (minus)	80-82
C+	77-79
C	73-76

C- (minus)	70-72
D+	67-69
D	63-66
D- (minus)	60-62
F	0-59

Grading Scale

GRADES AND FEEDBACK

Assignment grades and feedback will be posted in the gradebook in the web-based classroom. I will be responding and grading your assignments from one week from the date that they were submitted. Since this is a self-paced course, these dates may vary depending on each student's submission times.

COURSE SCHEDULE

TABLE

Week	Topics of Study	Activities	Assessments
Unit 1	Writing Processes Reading Processes	Textbook: Chapter 1 Chapter 2 Lecture and Resources	Student Autobiography Assignment 1 Assignment 2
Unit 2	Summaries	Lecture and Resources	Assignment 1 Assignment 2
Unit 3	Critical Thinking Processes	Textbook: Chapter 3	Assignment 1 Assignment 2
Unit 4	Visual Analysis	Textbook: Chapter 13 Lecture and Resources	Assignment 1

Week	Topics of Study	Activities	Assessments
Unit 5	Rhetorical Strategies	Lecture and Resources	Assignment 1 Assignment 2
	Taking a Stand Thesis Statements	Chapter 8 Resource Handout	Rough Draft Final Draft
Unit 6	Supporting a Position with Sources	Textbook: Chapter 11 Lecture and Resources	Assignment 1 Rough Draft Final Draft
Unit 7	Strategies for Revising and Editing	Textbook: Chapter 19	Assignment 1 Rough Draft Final Draft
Unit 8	Proposing a Solution	Textbook: Chapter 9	Assignment 1 Rough Draft Final Draft

COURSE EXPECTATIONS

Email

Students and faculty are required to use their official UIU issued email account –doej@uiu.edu.

Computer and Internet

Students and faculty should have access to a reliable up-to-date computer, updated virus protection, and an Internet connection to access course materials and complete course activities.

Grades and Feedback

The course contains all assignments necessary for completing your self-paced course. Submit your completed assignments via uiuLearn.

If you need academic assistance with the course, please feel free to contact the Self-Paced Degree Program office.

To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students. Please remember to stay academically honest.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty. Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Incompletes

Students will be allowed to request an extension and receive an 'I' (incomplete grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Incomplete grade details

- When the extension is granted and an incomplete grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'I' grade posted to the student's official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.
- If the course is not completed by the end of the incomplete period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.

Professional Writing and Speaking Guidelines

Communications online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. The Application Packet for New Students can be found here: <https://uiu.edu/experience/student-accessibility-services> In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Academic Misconduct Policy

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.

- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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