English 1301.016 Rhetoric and Composition  
MWF 1:00 PM – 1:50 PM  
Ferguson 182  Fall 2020

Professor Jennifer McLaughlin  
Office Location: LAN 244  
Office Phone: (936) 468-2226  
Google Voice Number: (936) 205-1848  
Email: mclaughljl@sfasu.edu  
Office Hours:  
MWF 10:00 AM – 12:00 PM  
TR 1:00 PM – 2:00 PM  
and by appointment, if necessary

Course Prerequisites

Pass or exemption from THEA or at least a C in English 099. English 1301 is required for all students who do not qualify for English 133H or English 235H. Students must earn a C or higher in English 1301 to be admitted to English 1302.

Required Course Materials

Becoming Rhetorical: Analyzing and Composing in a Multimedia World  
Written By: Jodie Nicotra  
Publisher: Cengage  

Lumberjacks Write (provided for you by the department)

Supplemental PDFs via D2L  
Ready and Consistent Access to the Internet  
Working and Reliable Printer Access

Course Description: ENG 1301: Rhetoric and Composition

The study and application of the writing process and the skills of writing with a focus on analytical reading and writing. Essay assignments address rhetorical analysis and evaluation and critical responses to close readings of texts.

In this course, we will focus on all three forms of rhetoric: visual, oral, and written. Even though a majority of your grade will come from written essays, you will be required to learn and utilize the skills necessary for visual and oral communication, in order to prepare you for the types of communication that you will be required to use while you work through your college and professional careers in this modern, global society. To facilitate this, technology will be a major factor in this course.

As stated above, all students must earn a grade of C or higher to be admitted to English 1302.
General Education Core Curriculum
The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

English Program Learning Outcomes
This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.
At the completion of this course, students will be able to:
- Identify and analyze texts with the goal of examining the rhetorical structure, veracity of claims, sufficient use of accurate and credible evidence, as well as possible use in creative, analytical, and persuasive components (Critical Thinking);
- Participate in productive class and group discussion and examination of texts, in order to analyze and synthesize a variety of texts, via a multi-step drafting process (Critical Thinking);
- Understand the role of personal responsibility in the inevitable choices involved in the composition process, in the evaluation of one’s own writing and the writing of other students, in the ethical use of ideas and information, and in the critical evaluation of all assigned texts (Personal Responsibility);
- Recognize the collaborative and social aspects of the writing process by producing collaborative work and/or feedback for peers and selectively using peer feedback in their own work (Teamwork);
- Demonstrate knowledge of organizational and linguistic structures – including grammar, punctuation, and spelling – through practice in composing and revising (Communication);
- Compose texts in response to a variety of situations and contexts calling for purposeful shifts in voice, tone, level of formality, design, medium, and/or structure (Communication).

Grade Breakdown
Students are required to complete four formal essay-based projects. While these projects make up the majority of your grade, it will also consist of daily work and attendance and participation each day.

The distribution for each is as such:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Rhetorical Choice Essay</td>
<td>14%</td>
</tr>
<tr>
<td>Visual Argument Analysis</td>
<td>17.5%</td>
</tr>
<tr>
<td>Rhetorical Problem Essay</td>
<td>17.5%</td>
</tr>
<tr>
<td>Personal Solution Essay &amp; Visual</td>
<td>21%</td>
</tr>
<tr>
<td>Daily Work</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Total Points per Letter Grade
A: 100% - 90%
B: 89% - 80%
C: 79% - 70%
D: 69% - 60%
F: 59% and below

Major Paper Due Dates
Each quarter, a full schedule (of the work we are doing and when it is due) will be posted in the appropriate folder on D2L, but to help you organize and prepare, here is a list of the due dates for all of our major papers. Please see D2L for specific rules and regulations on the submission procedure.

- Personal Rhetorical Choice Essay – Friday, September 11
- Visual Rhetoric Analysis – Friday, October 8
- Rhetorical Problem Essay – Friday, November 6
- Personal Solution Essay & Visual – Wednesday, December 9 (by 1:30 PM)

Note on End of Semester Grading
Please be advised that I do not “bump” grades. The grade you earn is the one that will show up on Banner: SFA’s official grade reporting system. In order to be fair to everyone in the class, I do not offer extra assignments or revisions to individual students.

Desire 2 Learn (D2L) Online Classroom and Email Access
This course relies heavily on the D2L online classroom (https://d2l.sfasu.edu/). The site will hold an electronic copy of this syllabus, the unit schedules, all reading materials not found in the assigned textbooks, and any other handouts or material necessary. All topics will be assigned via D2L, and all major papers must be submitted through the Dropbox link on the site. It will also act as the primary email service for this class.

It is the student’s responsibility to regularly check both the site itself and the email services.

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty:
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1)
submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**Course Specific Policy on Plagiarism**
I take plagiarism and cheating very seriously, but I also understand that this is an introductory composition course, so I have very specific rules that apply to plagiarism specifically. See D2L for more specifics.

**Office Hours Policies**
All office hours and special appointments will be done via Zoom. There is a specific Zoom classroom for office hours; see the "Important Course Materials" folder for the link, Zoom room number, and password. Please note that, for privacy and FERPA reasons, you will be left in the “waiting room” until I have finished with the student I am currently working with.

If you cannot access Zoom during my office hours, you can call my Google Voice (basically, phone) number, listed above. Leave me a message with your name, phone number, the course of mine you're in, and the problem you're having. I will return your call as soon as I can. Please note though, that I will not call you back outside of my office hours/our pre-arranged special appointment time.

If you absolutely can't do either Zoom or phone, then you can come to my office. Please be advised though, that you will not be allowed to actually come in the office. You'll need to stand at the door while we talk. If you have an assignment you want me to look at, you will need to print it out before our meeting. I will not print it for you.

**Social Distancing and Classroom Sections**
Due to SFA's social distancing policies, there is a maximum number of students allowed in class each day. In order to accommodate that and still provide effective teaching, I have split the class into two sections: A and B. To put it simply, A will come on one day and B on the next. If you are unsure which section you are in, I have listed that information on D2L, under the "Important Course Materials" folder, within the Content tab. If you are unsure which days your section needs to come to class, please see the unit schedule.

As stated on SFA's website, you are not allowed to come to class on the days that your section does not meet in the classroom (also known as "face to face"). Instead, you will be required to attend class via Zoom. See the "Zoom" section below for those policies and practices.

SFA's policy, for when your section does meet face-to-face, is that you need to sit at least three feet apart from any of your other classmates. If you wish, however, you may sit farther away than that.
**Zoom Policies**

As stated above, when your section does not meet face-to-face, you will need to meet via Zoom. The class number and password will be listed on D2L, in the "Important Course Materials" folder.

For this class, your **camera will need to be on, but your microphone muted** (unless you are asking/responding to a question or have been called on to speak). As someone who has used video conferencing programs a lot over the past few years, I recommend you have your computer in a stable location, such as on a table or desk and have a background that is not distracting, so without people walking around behind it for example. The best backgrounds tend to just be walls, bookcases, or things like that.

You will also need to, for lack of a better phrase, be "properly attired." For this class, that is considered having a shirt and pants/shorts on. Please note that the shirt rule includes **all** students, not just those who are female-identifying. I'm fine with PJs and bathrobes. However, if you are wearing anything offensive, I will shut your camera off and message you to change before you're allowed back on camera.

If you need to get up and "leave the room" as it were, turn your camera off and put a message in the chat that you need to step out: you don't have to be any more explicit than that. In the past, when I've needed to leave the room, I've just turned the volume up on my computer so I could hear the conversation in the next room. Please DO NOT take your device with you, especially if you are going to the bathroom or similarly private places.

The reason for these rules is that, as per best practices with livestreaming into a classroom, the Zoom "classroom" interface will be projected onto the overhead so that everyone can interact together. This means that your classmates will see you and the chat. If it is possible, I will also be recording each class's Zoom section so that anyone who misses can stay caught up.

As for the chat, most students tend to use it to ask questions or give responses, but don't be afraid to turn your mic on and ask a question if you need to. I may have you respond to specific questions or tasks on the chat as well. Please be mindful that even private chats can be seen on when the chat is saved, which I will do sporadically throughout the semester (and I will not warn you beforehand). And, as stated above, the Zoom interface will be projected onto the overhead, so the chat will be seen by those outside of the Zoom interface as well.

Finally, please be mindful that all chats must be respectful of others in the class and out. If I see anyone posting offensive language or content in the chat I will shut that person's chat privileges off and, depending on the severity, other consequences could occur.

[see the FAQs for what you should do if you lose your connection and get kicked out of Zoom]

**Zoom Bombing**

This was a popular trend that occurred last semester, when more and more professional meetings started taking place over Zoom. It consisted of unauthorized people coming into the Zoom
classroom and posting or saying offensive things. SFA has changed many of its practices and programs to prevent this, but it is still always a possibility.

Should a zoom bomb occur, I will shut the zoom session down and email everyone the information for a new classroom so that you can get back into the classroom without losing too much class time.

After class, I will change the original Zoom classroom information and update D2L accordingly so that we are no longer using the compromised room.

**Major Assignments**

Please be advised that all major assignments are due at the beginning of class on the date listed above.

**Dropbox Submission**

All essays must be submitted to the appropriate Dropbox, by the time class starts on the due date. It must be in Microsoft Word, either .doc or .docx. Please be advised that Rich Text, Pages, Pdf, Google Docs, or any submission form other than Microsoft Word (.doc or .docx) will not be accepted. I need it in that format in order to open and assess the document on the devices I have.

Any document not submitted in the appropriate format will be deleted and earn an additional 5% deduction of the points possible for the assignment. It will still require appropriate submission and all standard late deductions (see below) will still apply.

**Late Submissions**

Any submission not turned in by the due date (within the first 10 minutes of class) will be classified as “Late.” Students are given up to one full week (7 days) to submit late work on major assignments. A 5% per day deduction will apply though. This starts as soon as it is classified as “Late” on the first day. The next 5% will be taken off 24 hours after that. Please note that this includes weekends and holidays.

Any assignment not submitted within those 7 days will earn an automatic zero.

**Email Submissions**

Every assignment must be turned into the appropriate Dropbox on D2L, and it is the student’s responsibility to do so. “Technical issues” are the student’s responsibility and do not exempt assignments from needing to be turned in properly, so please plan accordingly.

If you cannot access D2L or the necessary Dropbox, you can email me a copy of your paper, but please be mindful that emailed submissions will only act as placeholders. This means that the emailed copy will prove you have the essay done at the due time, but you still have to submit the essay to the Dropbox. The essay will not be graded until it is in the Dropbox. If the essay is not submitted to the Dropbox within 24 hours of the original due time, it will then be considered Late.
Daily Work
Daily work will consist of reading quizzes, progress reports, and other in class and homework assignments needed to strengthen your knowledge- or skill-base needed to complete the major assignment of the unit.

Some assignments will be listed on the unit schedule, but some will be ad hoc and based on the needs of the class at that point in time; therefore, they might not be announced before class. Unless you have a documented excused absence, daily work cannot be made up. Also, please note that, no matter what kind of absence you have, daily work due on the day you return must still be turned in on that day (the day you return).

Discussion Board Rules
Since discussion boards are public to the whole class, please do not post anything you would not want your other classmates to see. Please do not, at any time, post private information, such as your phone number, address, or social media account information. If you feel safe doing so with your other classmates, please share that information in person or via email. You will never be required to share that kind of information in this class.

You will frequently be asked to share your drafts or working assignments in the discussion boards, and you will need to give other students feedback on their work. Please be mindful that your feedback needs to be constructive, polite but helpful. If I find that anyone is being, frankly, mean or rude, I will talk with that student and any administrators that I deem necessary. Depending on the severity of the situation, you will lose points for that assignment or, in extreme cases, be disqualified from the discussion boards and given alternative assignments for a time period.

Quizzes
In order to make sure that you understand the concepts in the readings, we will sporadically have reading quizzes. They will be done via the Quiz section of the online classroom. They will be made of true/false, multiple choice, multi-select, and short answer questions. It will be timed, typically 15 minutes, but you will have multiple days to complete it (schedule your 15 minutes for the quiz into your own schedule). You are allowed to use your readings, but I HIGHLY recommend reading (and annotating) the reading before you take the quiz, in order to make taking the quiz easier on yourself.

The only time you can make up a quiz is if you have a multi-day excuse (such as a multi-day sports event or are out of class multiple days for an illness).

Conduct and Participation Policies
Participation is normally judged on the concept of being “mentally and physically” present during class time. This means that you are not only in class but actively paying attention and on task.

Professional Behavior
In college, professional behavior is considered a few primary things:
1. **Having all necessary materials for the day**: This includes the necessary readings either printed out or on your laptop/tablet (NOT cell phone), your laptop or notebook/writing utensil needed to take notes with. During workshop days this includes all research and writing materials (including a charged laptop or sources) needed to work on your draft.

2. **Taking notes if we are in lecture-mode**: Dozens and dozens of studies have shown that taking notes helps subjects remember the content. Notes also act as quick and easy reference when needed. Whether you take notes by hand or on a computer, it is essential that you actually take notes when I am introducing new content or reviewing important concepts we've already covered.

3. **Working on the assigned tasks when in activity-mode**: I guarantee that *everything* I present or have you do in class is geared towards building your knowledge or skill-base for assignments or overall success in this class. I will never assign work purely to keep you busy. *Everything* has a purpose in this class. If you finish your assigned task before the rest of the class, work on the major assignment or another task related to the class.

4. **If using a computer (even your own) in class, being on-topic**: This means no unapproved websites, such as social media sites, YouTube or Spotify playlists, or any computer programs not needed to complete the assigned task. This includes D2L course sites for other classes.

5. **Treating others with dignity and respect**: In this class, you’ll share your writing and opinions. You’ll work on developing academic skills that you may not have confidence in. Knowing that the space is safe and that you can experiment and tinker without heavy and unjust criticism is essential. I am also a firm believer in the “golden rule.” If I see anyone being disrespectful to others, I will step in. Depending on the severity of this issue this could mean removing the problematic student to actually discussing the issue with the student’s chair or dean.

Professional behavior is required for both in and outside of class. This includes during my office hours (official or unofficial), in the classroom, in my office, or anywhere else we may meet for things related to class.

**Seemingly Obvious Things**

1. Don’t spend class time working on assignments for other classes.
2. If I see you with your cell phone, you will be asked to put it up. If this becomes an issue, enact appropriate solutions.

**Attendance**

I will take attendance every class period, of both sections. As per SFA and state policy, if a student misses more than 30% of total class time, they will automatically fail the class. This is because the student has failed to meet the pre-determined number of contact hours needed to earn credit for that class. 30% is roughly three weeks of class: 9 days for MWF and 6 days for TR classes. If a student misses that much class time, content, and coursework, it is already very unlikely that they will have learned enough content and earned enough points to pass the course anyway.
Excused Absences
There are, however, three types of excused absences: medical, school-sponsored, and family/legal emergency. In order to qualify for excused absence status, you must provide official documentation (such as a doctor's note or a letter from the school-sponsor) within seven days of the first missed class period (note: emailed attachments of the documentation is fine). You can also go through Student Rights and Responsibilities to obtain your official documentation, but please be mindful that they will have their own paperwork and documentation needed to qualify.

Along with keeping the absence from counting towards your 30%, obtaining excused absence status will allow you to make up any daily work you miss. Please note though that all make up work must be turned in within seven days of your return to class. Please note that, unless in extreme medical emergencies, the ability to turn in late work does not apply to major assignments. All normal deductions will apply, since so much time is spent on them throughout the unit, both in and outside of class.

If you need to be quarantined or are ill but can still attend class via Zoom, contact me before class and you and I will negotiate on what kind of documentation is needed in that situation.

Post-Thanksgiving Schedule Reminder
As per SFA policies, this course will shift from being face-to-face/livestream to fully livestream after Thanksgiving break. We will still meet on the same days and time as before, both sections will just be on Zoom from then out. Office hours and special appointments will be done only via Zoom and Google Voice as well.

Emergency Shutdown Plan
If the whole school needs to go online only, we will livestream the course (still through Zoom) at the regularly scheduled dates and times. Office hours and special appointments will be done only via Zoom and Google Voice as well.

Withheld Grades - Semester Grades Policy
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.
For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Other Classroom Policies**

**Food:** Snacks, such as chips or crackers, are okay. Sodas or liquids are okay too, but please be mindful of possible spills or messes, which (should they occur) you will be responsible and required to clean up. Please do not bring in a whole meal; this includes cafeteria take-out or fast food bags. It is very, very distracting and disrespectful, plus it takes up too much space. If you bring it, you will be asked to leave or throw it away; your participation grade for the day will suffer as well.

**Golden Rule:** I am a firm believer in the golden rule: “treat others as you would be treated.” This means that I take disrespect and rudeness as highly offensive, against me and, especially, my students. If I see this, your participation grade for the day will suffer, and (depending on the severity) there might be other consequences. Please note that this rule applies both in and out of the classroom, i.e. while waiting outside my office, communicating with each other (or me) via school email, discussion boards, etc.

**Last Note**

If, at any point in the semester, you feel that you need to talk to me outside of class, please do not hesitate to email me. I am more than willing to help by reviewing some of the content covered in class, brainstorming topic ideas for your paper, or anything of that nature. You are welcome to email me if you have any questions or cannot make my hours. Many students are scared to come to the professor’s office, because they find it daunting or feel “unworthy.” Please do not think anything like this. If you have a question or if you need help, come see me. I’m here for a reason, and I want to help you. It is my job to help prepare you for academia; this semester might be hard, but I really do hope that you enjoy your time in this class, improve your writing skills, and learn some things you never knew. I look forward to working with each one of you this semester.