

RWS 1302: Rhetoric & Composition II (ONLINE)

CRN: 22345

Spring 2021

Professor. First Name Last Name

fnl@utep.edu

(915) 747-1234

Office Hours: [Virtually via Blackboard Collaborate](#) M 1-2pm, T 10-11am, R 4-5pm

Course Information: What this class is about and what we will do

COURSE DESCRIPTION

RWS 1302 is a required 3-credit core course for all majors. The primary goal of RWS 1302 is to develop students' critical thinking skills in order to facilitate effective communication in all educational, professional, and social contexts. This effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process.

The class presents an approach to communication that helps students determine the most effective strategies, arrangements, and media to use in different rhetorical contexts. It teaches students a systematic approach for analyzing rhetorical situations and then producing a variety of documents and presentations while gaining more confidence and fluency in visual, oral, and written communication. In addition, because communication is central to being an active and engaged member of society, the course also provides a space for informed advocacy.

Students enrolled in RWS 1302 should have successfully completed RWS 1301.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

At the end of this course, students will be able to:

- o Understand a theory of discourse communities
- o Engage as a community of writers who dialogue across texts
- o Draw on existing knowledge bases to create "new" or "transformed" knowledge
- o Develop a knowledge of genres as they are defined and within discourse communities
- o Address the specific, immediate rhetorical situations of individual communicative acts
- o Develop procedural knowledge of the writing task in its various phases

LEARNING MODULES

This course is designed using a modular format—that is, each week is "packaged" as a single module so that all the materials, lecture notes, submission areas, discussion posts are in one area for a given week.

Commented [BBL1]: This is a SAMPLE syllabus with detailed explanations in the margins. Please use this as a guide when creating your syllabus. Customize the content to your course and delete the comments in margin prior to use

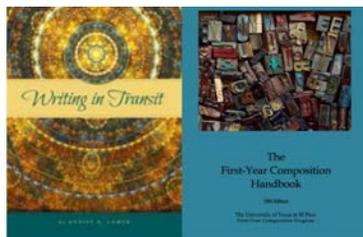
Commented [BBL2]: Here you can provide a link to your virtual office hours sessions. More details can be provided in the syllabus, but it is good to repeat important information like this to increase its visibility.

Commented [BBL3]: The course description gives students an idea of what to expect from the course and how it falls within the scope of their degree plan.

Commented [BBL4]: Objectives and outcomes should be short and concise and give students a list of measurable objectives they can hope to achieve by completing the course.

Commented [BBL5]: By indicating how the course is designed, students can be more aware of the course structure and how to navigate the course throughout the semester.

REQUIRED MATERIALS



Comer, D. K. (2015). *Writing in transit*. Fountainhead Press.
ISBN: 978-1-59871-803-4

First-Year Composition Program (2018). *The First-Year Composition handbook*. (An e-book)
ISBN: 978-0-692-75953-0

COURSE ASSIGNMENTS AND GRADING

Assignments for this course are assessed according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to “View Rubric” from the button beneath the Points Possible for the assignment.

Grade Distribution:

1000-900 = A 899-800 = B 799-700 = C 699-600 = D 599 and Below = F

- o 200 points: Genre Analysis
- o 200 Points: Literature Review Research/Primary Research Report
- o 150 Points: Opinion Piece
- o 200 Points: Documentary Final Project
- o 150 Points: E-portfolio
- o 100 Points: Participation

Genre Analysis: To deepen our understanding of discourse community concepts, students will be asked to analyze both traditional and multimedia documents as genres.

Literature Review/Primary Research Report: Students will conduct primary and secondary research on a social, political, or ethical issue and will then write a literature review that synthesizes the arguments as they pertain to the questions of inquiry.

Opinion Piece: Students will write an online opinion piece on some aspect their Literature Review/Primary Research Report to advocate for a policy change.

Documentary: Students will plan, write, film and edit a documentary film advocating a position on a current issue related to the Literature Review/Primary Research Report.

Website/E-Portfolio: Students will create, design, and maintain a website that presents their work from the semester.

Participation: For this online course, students will be required to participate in weekly discussion boards – both an initial post and responses to your peers. Students will also have a collection of smaller assignments throughout the week that will work to build toward the larger projects. Each of these activities will be given point values that add up to the

Commented [BBL6]: Include books or other materials necessary for the course. Images of the book covers as well as the ISBN information is important to help students purchase the correct materials.

Commented [BBL7]: List assignments students can expect to complete and how much each is worth toward their final grade.

Commented [BBL8]: When listing the required assignments, make sure to be as specific as possible – though you do not need full assignment instructions in this portion. Let students see what expectations they will be held to.

Commented [BBL9]: Make sure to outline the specific requirements for class participation in the online classroom. How many times a week should students log in?

total 100-point participation grade. These points cannot be made up, so students are expected to stay active in the course by logging in at least three times a week.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication: How we will stay in contact with each other

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate using this link: [insert link] and during the following times:
Mondays: 1-2 p.m. Mountain Time
Tuesdays: 10-11 a.m. Mountain Time
Thursdays: 4-5 p.m. Mountain Time
- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

Commented [BBL10]: Identify what technology is required to access course materials, complete the work, and submit assignments. If there are additional required software programs, be sure to list them and provide some information about how they can be accessed. If there is a cost associated with the software, also list it under required materials.

Commented [BBL11]: If the class requires that students participate in live online sessions during which you expect students to contribute to discussion, be sure to advise them of this requirement.

Commented [BBL12]: Communication with online students can take many forms, and you might feel at first as if you are "always on." In the syllabus, provide details as to how you will communicate with students, how they can contact you, and the expected length of time for a response. Establishing a regular time for checking in on the class will keep communication manageable.

Much of this section will also apply to class with an on-campus component, but be sure to adjust as necessary.

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- o Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- o Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- o When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- o Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Commented [BBL13]: We suggest providing students with some guidelines for online communication, also known as "netiquette." It is a good idea to post your policies inside of Blackboard as well and/or repeat them as needed throughout the semester.

Course Policies: What do you need to do to be successful in the course

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- o Reading/Viewing all course materials to ensure understanding of assignment requirements
- o Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- o Participating in scheduled Blackboard Collaborate sessions
- o Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

Commented [BBL14]: Students may be unsure how participation will work in an online class. Be sure to provide clear examples of what will constitute their participation. This will help set expectations for how often they should log into the course and how to make their contributions visible to you and their classmates.

If you are teaching a class with an on-campus component, be sure to add the attendance and participation details for that setting as well.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

Commented [BBL15]: Be sure to provide information on whether you will drop students from the course for non-attendance and/or non-performance. Two options are provided here.

You will want to check with your department in the event there is a department-wide policy in place.

OR

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

BLACKBOARD COLLABORATE SESSIONS

This class requires that you participate in scheduled Blackboard Collaborate sessions. The purpose of these sessions are for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates. These sessions will be held at the following dates from 10:30-11:50.

Group A: August 27, September 24, October 15, November 12
Group B: September 3, October 1, October 22, November 19

Students are expected to, at least occasionally, participate in these sessions with a webcam and microphone. The sessions will be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard.

If you are unable to attend a Collaborate session, please let me know as soon as possible so that accommodations can be made when appropriate.

DEADLINES, LATE WORK, AND ABSENCE POLICY

Major Writing Assignments

- Major writing assignments will be due on Sundays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable.

Quiz and Blog/Discussion Assignments

- All quiz, blog, and discussion board assignments will be due on Sundays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a

Commented [BBL16]: Although most courses developed for online instruction do not have synchronous activities, if your class does, be sure to include information in the syllabus.

Commented [BBL17]: These should reflect times already in the course schedule so that you are reasonably assured students can participate. If you need to have other meetings, provide students time to sign up.

Commented [BBL18]: Let students know your expectations for using a webcam and/or microphone and if the session will be recorded for later viewing.

Commented [BBL19]: If accepting late work, make sure to include point/grade penalties for missing work, when appropriate. Try to list detailed expectations for students, as this will reduce the number of requests received.

Commented [BBL20]: If your class provides the opportunity to submit make-up work, be sure to explain our policy as to when it is acceptable and the consequences, if any.

Commented [BBL21]: While Blackboard is stable as a learning management system, there are a number of reasons why things could go wrong when students are submitting work. Let them know if there is an alternative submission process and what that looks like.

separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

Commented [BBL22]: Notify students of the incomplete option in the event they cannot finish the course for reasons such as illness, accidents, and other emergencies. Incompletes must be completed within a year of the final grade, but faculty can set earlier deadlines. Access to the Blackboard shell can be granted through a Help Desk request.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

Commented [BBL23]: The purpose of this section is to make clear the University's policy concerning accommodations for individuals with disabilities and to provide for the prompt and equitable resolution of complaints alleging the violations of Title II of the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, including complaints regarding a denial of requested accommodations and auxiliary aids or services, and programs that are perceived to be inaccessible.

COVID-19 Accommodations

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

(classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities. Apply at cassportal.utep.edu and fill out a three-question application. You will be scheduled to meet with disability coordinator to discuss your unique situation.

Commented [BBL24]: Please add this section to your syllabus to provide accommodations guidance relative to COVID-19.

If your class is 100% online, you may delete the second paragraph.

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be

Commented [BBL25]: The University's statement on Scholastic Integrity and Academic Honesty is important to help students understand that they are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. If a faculty member suspects academic dishonesty, they are to refer the incident to [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for review.

reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE

Two course assessments (the midterm and final exams) will make use of Respondus Lock Down Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test.

Please review the following guidelines:

- The assessments will only be available at the times identified on the course calendar.
- You may take the test at any time during the 24-hour window.
- A reliable Internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have 2 attempts to take the test. Once the window closes, your answers will be saved, and no changes can be made. The higher score will be recorded.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

PLAGIARISM DETECTING SOFTWARE

Commented [BBL26]: Most online courses are asynchronous so that students can work at their own pace and do not have concerns about access to the course at a specific time.

However, if you plan to hold synchronous class sessions, it's a good idea to record them and post them to Blackboard for later viewing. Be sure to follow FERPA and university guidelines regarding student privacy.

More information about student privacy can be found here:
<https://www.utep.edu/provost/Files/docs/curriculum/UT-system-online-learning-student-privacy-faqs.pdf>

If you will not be recording live class sessions, you do not need to include this section.

Commented [BBL27]: If you will be requiring students to use proctoring software when taking exams, you should provide as much information as possible in the syllabus. Not all the bullets below may apply and/or you may have other guidelines you wish to include.

If you will not be using test proctoring software, you do not need to include this section.

Commented [BBL28]: If you are using plagiarism detecting software, include a brief explanation.

If you will not be using it, you do not need to include this section.

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Commented [BBL29]: Including a copyright statement may discourage students from sharing course materials on websites such as Course Hero.

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

Commented [BBL30]: Please provide this statement in your syllabus *even if your course is 100% online*. Students may still come to campus to visit the library or other services. Therefore, we need to be sure all students have this information at hand.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

(classes with on-campus meetings) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

Course Resources: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- **Help Desk:** Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Commented [BBL31]: You may want to add resources more particular to your discipline.

Academic Resources

- **UTEP Library:** Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.

- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

Weekly Calendar (Subject to Change)

This calendar provides an overview of the course. More details and a weekly checklist are available in the weekly modules in Blackboard. The due date for major writing assignments is ALWAYS Sunday at 11:59 PM (MST). No late work will be accepted.

Commented [BBL32]: Faculty are required to provide a weekly schedule with dates and general topics/major assignments within the syllabus. A more detailed checklist can be provided as a separate document, if desired.

KEY:

WIT= Writing in Transit

HB= Handbook for First-Year Composition

BB=Blackboard

	Topic	Readings Due	Assignments Due	Notes
Week 1 8/24-8/30	Class introduction, syllabus, choose semester topic	Review syllabus, Bb WIT: 449-450	*Syllabus Quiz due 8/30 *Semester Topic (blog) due 8/30	
Week 2 8/31-9/6	Discourse Communities and Genre Analysis	Genre Analysis and Outline, HB 452-453, 474-492. Rhetorical strategies, WIT: 27-37.	*Reading Quiz 1 due 9/6 *Genre Analysis outline due to BB 9/6	*Students will be grouped by semester topics for collaborative assignments (peer review, documentary).