Course Information

Course Description

This course is a study of the basics of composition including types of essays, how to analyze essay writing, and how to prewrite and edit your essays. The course also includes a description and understanding of rhetoric, argumentation, persuasion, and the rhetorical situation as it applies to past and current writing.

Course Outcomes

● Analyze and interpret the function essays of different genres.
● Implement composition basics of prewriting, drafts, and editing to construct an essay.
● Create original essays based on the function and purpose of different essay genres.
● Evaluate and apply composition basics of editing, ethics, documentation, and citations to original essays.
● Apply the elements of the Rhetorical situation to essay analysis and original writing.
● Evaluate and explain elements of argumentation and persuasion as they apply to writing and rhetorical situations.

Course Materials

All required reading and other materials necessary to complete required exercises are provided within the course platform. Links to additional, optional resources on external websites are also provided for each lesson in a Lesson Toolbox.

Course Length

This is a self-paced course allowing students to learn according to their personal schedules. Overall, it is estimated that this course will take approximately 140 hours to complete.
We recommend that you work through the course at a comfortable pace that allows you to make regular, incremental (daily and/or weekly) progress.

On average, we estimate 45 minutes to read and watch all content in each lesson, and to complete the Check Your Knowledge quiz. In addition, we estimate an additional 75 minutes of study time per lesson to prepare for Module Quizzes and to complete the Evidence activity for each module.

The table below provides the estimated study time required to complete a typical module in this course.

<table>
<thead>
<tr>
<th>Sample Module</th>
<th>Estimated Online Study Time</th>
<th>Estimated Offline Study Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>45 minutes</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>45 minutes</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>45 minutes</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>45 minutes</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Estimated Total Study Time</td>
<td></td>
<td>8 hours</td>
</tr>
</tbody>
</table>

Prerequisite(s)

None

Earning Credit

Minimum Passing Grade

To earn credit for this course, students must earn a minimum average grade of 70% or higher.
Grading Policies

Grade Weighting

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Number</th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Your Knowledge Quizzes</td>
<td>51</td>
<td>5%</td>
</tr>
<tr>
<td>Module Evidence with Self-Evaluation or Peer-Evaluation</td>
<td>6</td>
<td>10%</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>11</td>
<td>5%</td>
</tr>
<tr>
<td>Essays</td>
<td>5</td>
<td>65%</td>
</tr>
<tr>
<td>Course Exam 1</td>
<td>1</td>
<td>10%</td>
</tr>
<tr>
<td>Course Exam 2</td>
<td>1</td>
<td>5%</td>
</tr>
</tbody>
</table>

Assignment Grading Descriptions

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Your Knowledge (CYK) Quizzes</td>
<td>Multiple-choice quizzes that are autograded. Students may take these as many times as desired to practice for Module quizzes. Students receive full credit for attempting each CYK quiz but must complete it at least once to earn participation credit.</td>
</tr>
<tr>
<td>Module Evidence</td>
<td>Research or short essay activities that are either graded manually by an instructor with feedback provided according to an assignment rubric or peer/self-evaluated for students to learn evaluation and goal setting skills (participation points are awarded). Students may only take this once.</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>Multiple-choice quizzes that are auto-graded. Students may take only once.</td>
</tr>
<tr>
<td>Essays</td>
<td>Students will write 5 essays in the duration of the course. Both a draft and final iterations required. Manual grading.</td>
</tr>
<tr>
<td>Course Exam 1</td>
<td>Proctored, multiple-choice exam that is auto-graded. Students may take only once.</td>
</tr>
<tr>
<td>Course Exam 2</td>
<td>Proctored, essay exam. Students will be given a choice between a series of prompts related to the 5 essay types they have learned about writing in the course. They will have 2 hours to complete an essay based on the prompt of their choosing.</td>
</tr>
</tbody>
</table>
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0 – 100.0%</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60.0 – 69.9%</td>
</tr>
<tr>
<td>F</td>
<td>59.9% or below</td>
</tr>
</tbody>
</table>

*To earn credit for this course, students must earn a minimum average grade of 70% or higher.

Course Policies

Academic Integrity

Students assume the responsibility for maintaining honesty and integrity in all work submitted (for credit and not for credit) in the course. Academic dishonesty includes, but is not limited to:

- Cheating
- Fabrication
- Hacking
- Plagiarism
- Reusing or re-purposing your own work
- Unauthorized collaboration

Students engaging in academic dishonesty are subject to losing credit for a quiz or assignment or being denied credit for the course.
Exams

In this class, you will take your midterm and final examinations online and they will be proctored by a service called ProctorExam from MonitorEDU. This service uses a Chrome browser extension to record your computer webcam, speakers, and desktop during the exam. A Student Quick-Guide will be provided on how to use this service in the exam modules.

Technical Requirements:

- Desktop or portable computer, including Windows PC, Macintosh OS, or Chromebook (tablets, cell phones and iPads are not supported).
- **Google Chrome Browser**, with the [ProctorExam Screen Sharing Chrome Browser Extension](#) and pop-up blocker disabled
- A working built-in or external webcam, speakers, and microphone
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended. Test internet speed at: [http://www.speedtest.net](http://www.speedtest.net)

Disability Services Statement

TEL Library is committed to providing equitable student access to course content and materials by providing reasonable accommodations for all persons with disabilities. Any student seeking to request academic accommodations on the basis of a documented disability should contact the TEL Library support team at disabilityservices@tellibrary.org to coordinate reasonable accommodations.

Course and Technical Support

If you have a question about course requirements, a technical issue, or other issue while taking this course, please contact our support team at support@tellibrary.org. The TEL Library support team member will prioritize your request and respond accordingly.

Technical Requirements

This course is delivered 100% online and you will be required to have access to a computer, laptop, or web-capable mobile device — along with consistent access to the internet — to access course material and complete assignments.
To access course materials including lectures, quizzes, assignments, and exams, you will need to be logged into your TEL Library account and enrolled in the course. Although you can access some course material without being logged into your TEL Library account, you will need to be logged in to access the entire course and to complete graded assessments.

To access detailed information about the minimum hardware requirements necessary to take full advantage of TEL Library courses, visit the course home page.

Course Schedule

General Due Dates:
All Module assignments are due Friday by 3:00 pm of the week unless otherwise indicated.
All Essay Drafts are due Wednesday by 3:00 pm of the week unless otherwise indicated.
All Essay Finals are due the following Monday 8:00am of the week assigned unless otherwise indicated.

Please note, some assignments require an instructor or peer review step before submission of the final version of your work. You will need to make sure you give yourself and your reviewer plenty of time.

Week 0 (January 7th - January 11th)

Module 0: Success in an Online College Course
- Lesson 1: Introduction to TEL Library Courses
  - Check Your Knowledge
- Lesson 2: Developing a College Mindset
  - Check Your Knowledge
- Lesson 3: Becoming a Successful Online Learner
  - Check Your Knowledge

Graded Assignments
- Check Your Knowledge Quizzes
- Module 1 Quiz
- Module 1 Evidence

Week 1 (January 14th - January 17th)

Module 1: The History and Design of the Essay
- Lesson 1: The History of the Essay
Lesson 2: Essay Elements and Types of Essays
  o Check Your Knowledge
  o Check Your Knowledge
  o Check Your Knowledge
Lesson 5: Essay Analysis: Ralph Waldo Emerson: “Self Reliance”
  o Check Your Knowledge

Graded Assignments
  ● Check Your Knowledge Quizzes
  ● Module 1 Quiz
  ● Module 1 Evidence

Week 2 (January 22nd - January 25th)

Module 2: The Rhetorical Situation: Purpose, Audience, Speaker
  ● Lesson 1: Writing with Purpose
    o Check Your Knowledge
  ● Lesson 2: Writing for an Audience
    o Check Your Knowledge
  ● Lesson 3: Essay Writer as Speaker
    o Check Your Knowledge
  ● Lesson 4: Essay Analysis: Frederick Douglass: “The Destiny of Colored Americans”
    o Check Your Knowledge

Graded Assignments
  ● Check Your Knowledge Quizzes
  ● Module 2 Quiz
  ● Module 2 Evidence (Due January 25th)

Week 3 (January 28th - February 1st)

Module 3: Composition Basics: Prewriting
  ● Lesson 1: Brainstorming
    o Check Your Knowledge
  ● Lesson 2: Clustering Ideas
    o Check Your Knowledge
  ● Lesson 3: Freewriting
Lesson 4: Creating an Outline
  o Check Your Knowledge

Graded Assignments
  ● Check Your Knowledge Quizzes
  ● Module 3 Quiz
  ● Module 3 Evidence

Week 4 (February 4th - February 8th)

Module 4: Composition Basics: Paragraphs and Drafting
  ● Lesson 1: Writing a Clear Opening
    o Check Your Knowledge
  ● Lesson 2: Thesis Statements
    o Check Your Knowledge
  ● Lesson 3: Body Paragraphs
    o Check Your Knowledge
  ● Lesson 4: Developing an Idea
    o Check Your Knowledge
  ● Lesson 5: Building an Effective Conclusion
    o Check Your Knowledge
    o Check Your Knowledge

Graded Assignments
  ● Check Your Knowledge Quizzes
  ● Module 4 Quiz
  ● Module 4 Evidence

Week 5 (February 11th - February 14th)

Module 5: Narrative and Descriptive Essays
  ● Lesson 1: Narrative and Descriptive Essays: Purpose and Organization
    o Check Your Knowledge
  ● Lesson 2: Narrative and Descriptive Essays: Technique, Topic, and Style
    o Check Your Knowledge
  ● Lesson 3: Narrative and Descriptive Essays: Reading Samples
    o Check Your Knowledge
  ● Lesson 4: Narrative and Descriptive Essays: Writing Your Own
    o Check Your Knowledge
Graded Assignments

- Check Your Knowledge Quizzes
- Start Writing Your Essay

Week 6 (February 19th- February 22nd)

Module 5: Narrative and Descriptive Essays

- Lesson 5: Revising for Higher Order Concerns
  - Check Your Knowledge
- Lesson 6: Editing for Lower Order Concerns
  - Check Your Knowledge

Graded Assignments

- Check Your Knowledge Quizzes
- Module 5 Quiz
- Module 5 Essay: Narrative and Descriptive Essays
  - Draft Due February 20th 3:00 pm
  - Final Due February 25th 8:00 am

Week 7 (February 25th - March 1st)

Mid-Term (Modules 1 - 5 Tested - Make sure you schedule your proctored exam!)

Week 8 (March 4th - March 8th)

Module 6: Classification and Definition Essays

- Lesson 1: Classification and Definition Essays: Purpose and Organization
  - Check Your Knowledge
- Lesson 2: Classification and Definition Essays: Technique, Topic, and Style
  - Check Your Knowledge
- Lesson 3: Classification and Definition Essays: Reading Samples
  - Check Your Knowledge
- Lesson 4: Classification and Definition Essays: Writing Your Own
  - Check Your Knowledge
Graded Assignments

- Check Your Knowledge Quizzes
- Module 6 Quiz
- Start Writing Your Essay

Week 9 (March 11th - March 14th)

Module 6: Classification and Definition Essays

Graded Assignments

- Module 6 Essay: Classification or Definition Essay
  - Draft Due March 13th 3:00 pm
  - Final Due March 25th 8:00 am

Week 10 Spring Break (March 18th - March 22nd)

Week 11 (March 25th - March 29th)

Module 7: Compare and Contrast Essays

- Lesson 1: Compare and Contrast Essays: Purpose and Organization
  - Check Your Knowledge
- Lesson 2: Compare and Contrast Essays: Technique, Topic, and Style
  - Check Your Knowledge
- Lesson 3: Compare and Contrast Essays: Reading Samples
  - Check Your Knowledge
- Lesson 4: Compare and Contrast Essays: Writing Your Own
  - Check Your Knowledge

Graded Assignments

- Check Your Knowledge Quizzes
- Module 7 Quiz
- Module 7 Essay: Compare and Contrast Essay
  - Draft Due March 27th 3:00 pm
  - Final Due April 1st 8:00 am
Week 12 (April 1st - April 5th)

Module 8: Cause and Effect Essays
- Lesson 1: Cause and Effect Essays: Purpose and Organization
  - Check Your Knowledge
- Lesson 2: Cause and Effect Essays: Technique, Topic, and Style
  - Check Your Knowledge
- Lesson 3: Cause and Effect Essays: Reading Samples
  - Check Your Knowledge
- Lesson 4: Cause and Effect Essays: Writing Your Own
  - Check Your Knowledge

Graded Assignments
- Check Your Knowledge Quizzes
- Module 8 Quiz
- Module 8 Essay: Cause and Effect Essay
  - Draft Due April 3rd 3:00 pm
  - Final Due April 8th 8:00 am

Week 13 (April 8th - April 12th)

Module 9: Argumentation and Persuasion
- Lesson 1: Inductive and Deductive Reasoning
  - Check Your Knowledge
- Lesson 2: Making Arguments
  - Check Your Knowledge
- Lesson 3: Responding to Arguments
  - Check Your Knowledge
- Lesson 4: Logical Fallacies
  - Check Your Knowledge

Graded Assignments
- Check Your Knowledge Quizzes
- Module 9 Quiz
- Module 9 Evidence
Week 14 (April 15th - April 18th)

Module 10: Writing Papers and Essays with Documentation

- Lesson 1: Academic Integrity and Ethical Writing Practices
  o Check Your Knowledge
- Lesson 2: Finding and Using Evidence Effectively
  o Check Your Knowledge
- Lesson 3: Summarizing, Paraphrasing, and Quoting
  o Check Your Knowledge
- Lesson 4: Using MLA Format
  o Check Your Knowledge
- Lesson 5: Writing with Documentation
  o Check Your Knowledge

Graded Assignments
- Check Your Knowledge Quiz
- Module 10 Quiz
- Module 10 Evidence

Week 15 (April 22nd - April 26th)

Module 11: Argumentative Essays

- Lesson 1: Argumentative Essays: Purpose and Organization
  o Check Your Knowledge
- Lesson 2: Argumentative Essays: Technique, Topic, and Style
  o Check Your Knowledge
- Lesson 3: Argumentative Essays: Reading Samples
  o Check Your Knowledge
- Lesson 4: Argumentative Essays: Writing Your Own
  o Check Your Knowledge

Graded Assignments
- Check Your Knowledge Quizzes
- Module 11 Quiz
- Module 11 Essay: Argumentative Essay
  o Draft Due April 24th 3:00 pm
  o Final Due April 30th 8:00 am
Week 16

Final Exam (Proctored Essay) - Must Be Scheduled and Taken No Later than May 2nd 12:00pm