



COURSE SYLLABUS

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Appointments for Online Real-time Text

Conferences (KSU Google Chat): Times vary and are strictly by appointment. See the sign-up sheets available online in the course location in Blackboard.

First Day of Classes: January 19, 2021

Last Day to Add: January 25, 2021

Last Day to Elect Pass/Fail Credit Option: February 1, 2021

Last Day to Drop: February 1, 2021

Midterm Grades Available: March 9, 2021

Last Day to Withdraw ("W" grade): March 29, 2021

Spring Break: April 12 to April 18, 2021

Remembrance Day: May 4, 2021

Last Day of Classes: May 4, 2021

Final Exam Week: May 6-12, 2021

Final Grades Available: May 18, 2021

Course Descriptions

Course Catalog Description: Writing course with a focus on learning and using a variety of tools available within contemporary digital composing environments. Prerequisite: ENG 21011 or HONR 10297.

Specific Course Focus: Tools for the following types of digital media will be explored: document construction, video construction, image construction, audio construction. We will focus on ways that these media converge. We will also address accessibility, security, and copyright issues. Finally, we will explore the ways that written expressions have been affected by the Digital Age.

Learning Outcomes

- Appreciate the differences between rhetoric and other types of writing.
- Explore the ways that digital writing and rhetoric both interact and collide with other digital expressions.
- Understand "appropriate" rhetorical and other writing usages and differences for a wide variety of media, as well as combinations of media (multimodal, multimedia).
- Appreciate what it means to hold private and public discourse in the World Wide Web, and the rhetorical implications.
- Explore creative ways of using digital technology for rhetorical and other writing purposes for larger applications.
- Develop basic skills for at least the following:
 - document construction
 - video construction from/with/for writing and rhetoric
 - image construction from/with/for writing and rhetoric
 - audio construction from/with/for writing and rhetoric.
- Develop media literacy skills, including an appreciation for the variety of formats of media (e.g., the different formats for documents, such as docx, txt, html, etc.).

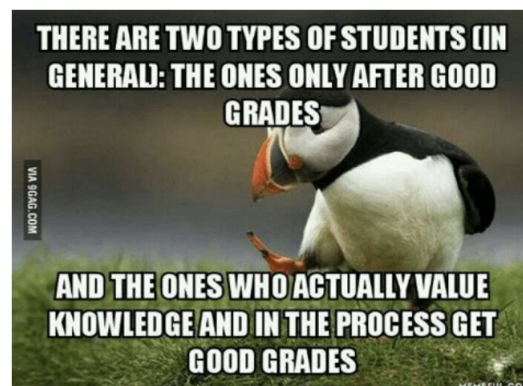
- Develop skills for appreciating legal issues, such as the importance of privacy and security, the differences between copyright and fair use, and the dangers of defamation, libel, and slander.
- Develop skills for building a blog.
- Develop skills for building a web site.
- Develop skills for understanding the differences between a static web page and a dynamic web page.
- Develop skills for understanding the basic concepts and philosophy of content management systems (CMS).
- Gain an understanding for why and how WYSIWYG is a manageable lie.
- Gain an understanding between: proprietary software, open-source proprietary software, open-source free software.
- Develop an appreciation for the advantages and disadvantages of various social media.

Course Materials

- **Required:**
 - You *must* have consistent use of a **reliable computer**. Computer technology issues are not a valid excuse for missed or delayed work.
 - You *must* have reliable **Internet access**. Internet access issues are not a valid excuse for missed or delayed work.
 - You are not required to purchase any books or software (though you may be encouraged to do a few free trials); all materials have been provided for you (located at the top of each lesson).
 - You will be provided with a website of your own, for the duration of the semester; it will have WordPress installed on it.
- **Suggested:**
 - Carroll, Brian. *Writing and Editing for Digital Media*. 4th Ed. Routledge. **ISBN-13** : 978-0367245092
 - KSU Discount of Adobe Creative Cloud (<https://www.kent.edu/AdobeCC>)
- **This course makes use of the following:**
 - KSU Blackboard: This is the KSU home for the course.
 - [Cyberspaceroobinson.org/courses/wrda/](https://cyberspaceroobinson.org/courses/wrda/) All the course lessons are housed here. All of the course readings are either housed or linked from here. Most of the assignments are also kept here, certainly linked from here. Everything is linked to the course site in KSU Blackboard. NOTE: The lessons are password protected: please the password is provided on a page in KSU Blackboard.
 - KSU Google Drive (Documents and Hangouts/Meet)
 - JitsiMeet (<https://meet.jit.si/WRDA4863imaginaryStudentsincyberspacemoosecowtulips>) for group and individualized tutorials.
 - [WeJoinIn.com](https://wejoinin.com): This is an online sign-up sheet for making an appointment to meet with me.
 - As stated above, each student will be provided with a website on the cyberspaceroobinson.org domain, with WordPress installed.
 - There's going to be an assignment connected with BettyZing & Friends (bettyzing.net).
 - There will be a project involved with *Trumbull Satellite* (<https://trumbull-satellite.com/>).
 - There *might* be some other materials (so don't be surprised).

Student Responsibilities

- Read this Course Syllabus and the Course Plan—carefully.
- Follow all directions—completely.
- Complete all lesson follow-up materials, and complete all assignments.
- Manage time wisely, including computer and Internet access.
- Do not hesitate to contact me for help.



Course Time and Location

This course is asynchronous: you may work on the lessons and assignments at any time of the day or night that you like. However, most of these lessons and assignments must be completed by certain dates.

Furthermore, **the class is functioning on the time zone for Kent, Ohio.** If you are in a different time zone, you should check a web site (such as The World Clock at <http://www.timeanddate.com/worldclock/>) to make sure that you submit your work on time.

Academic Presence Verification

In compliance with federal regulations, the University is required to report that enrolled students have participated in at least one academically related activity. Examples of some of the acceptable academically related activity are: physically attending the course (if held on-land; does not apply to online courses), submitting an academic assignment, participating in an online discussion board, or initiating contact with the instructor (such as via email) to ask an academically relevant question. If no academic activity is submitted by the end of the fourth week of the semester, then a grade of NF (Never attended F) will be assigned. The NF mark will count as an F in computing grade point averages. Students who have received an NF mark will lose access to the course in Blackboard. For more information, visit: <https://www.kent.edu/registrar/academic-presence-verification-roster#gen>



Enrollment

The official registration deadline for this course is January 25, 2021. University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking their class schedule (using Student Tools in Flashline) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

Diversity and Inclusion

College Writing is an inclusive class. In this class, you will be treated with respect and dignity and all students will be provided equitable opportunities to participate, contribute, and succeed. Students from all backgrounds and perspectives will be well served by this course, and the diversity that students bring to this class be viewed as a resource and strength. All assignments, activities, and discussions in this class will be respectful of diversity as it relates to gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. Read more about Kent State's [Division of Diversity, Equity, and Inclusion](#).

Family Educational Rights and Privacy Act (FERPA)

FERPA sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records even from parents and guardians. For additional information about FERPA, please visit the university [Registrar's webpage](#).

Mental Health Resources

If you are in need of mental health assistance, please know that the University provides several resources. [Step Up & Speak Out](#) is a suicide prevention campaign with one of the most comprehensive lists of resources available for students, including [campus-specific information](#). You can also find a list of resources, including domestic violence at [Mental Health Help](#). Kent State also offers [Psychological Services](#), including teletherapy.



Other Social Services

If you are struggling with attaining food, you might qualify for assistance from the [Ohio Supplemental Nutrition Assistance Program](#) or from the [Ohio Foodbanks Organization](#). If you are struggling with housing and other basic care needs, please contact the [Trumbull County Homeless Shelters and Social Services](#) or the [Ohio Homeless Shelter Directory](#). These sites also provide information for women in need of shelter, but if you are a victim of domestic violence (regardless of gender), you can also contact the [Ohio Domestic Violence Network](#), [Domestic Shelters of Ohio Directory](#), or even the [Kent State Women's Center](#).

COVID-19 Concerns

If you run into trouble (health trouble, financial trouble, or other trouble) relevant to the COVID-19 crisis, please do not hesitate to contact me. I will work with you help you get through the struggle, as best as I can. Please also see the below listed Kent State University resources.

KENT STATE EMERGENCY GRANT APPLICATION: Open to degree or certificate-seeking students currently enrolled in the present semester, who have been affected by the pandemic and have emergency needs. Fall Semester Applications are now available.

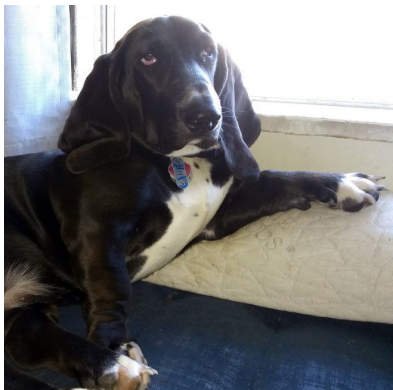
KEEP ON LEARNING WEBSITE: Kent State University's *Keep on Learning* website offers an array of resources aimed at supporting your academic success while while you learn remotely.

KENT CARES WEBSITE: This website provides both on and off-campus community resources related to food, housing, finances, mental health, clothing and more.



You must have reliable technology for this class.

A Few Words Regarding Attitude



If you become stressed or find yourself not doing well in the course, don't "disappear" from the class. Instead, please do not hesitate to contact me. I am here for you. If you work hard, I will work hard to help you do as well as possible in the course. However, if you stop doing the course work, I will have no choice than to assume that you have given up on the course, and I will begin to give up on you. Even then, however, if you make the effort to reach out to me for help, as long as it is not too late, I will do what I can to help you succeed.

Instructor Availability and Response Time

I am frequently available for online conferences (text-chat) via KSU Google Hangouts/Meet. Feel free to sign up for a conference appointment (linked to our class site in Blackboard); you do not have to wait for your mandatory conference appointment to meet with me. If none of the appointment times work for you, please email me with times that you are available. Alternatively, feel free to email me whenever you have questions or concerns (clrobins@kent.edu). As a rule, I respond rather quickly to emails, often within the same hour. If you email me over the weekend (Friday afternoon to Sunday afternoon), however, I am likely to respond less quickly, but will do so as soon as I am able. Please allow for at least 48 hours response time. **I'm here for you. If you work hard, I will work hard to help you.**

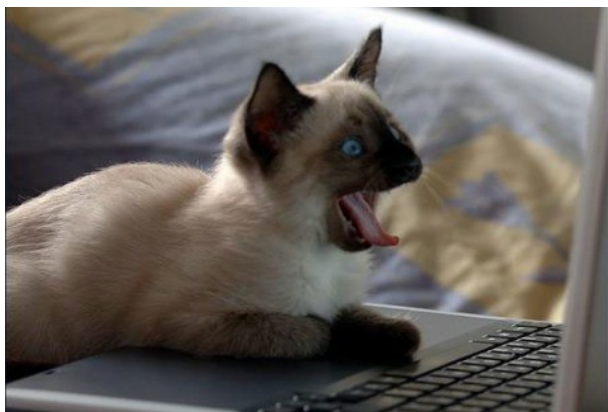


SAS: Student Accessibility Services

Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact the disability coordinator on campus, Elaine Shively, office 205F in the Learning Center, Classroom/Administration Building, (330) 675-8932 or eshively@kent.edu to verify your eligibility. After your eligibility for accommodations is determined, you will be given a letter to provide to the class instructor to make arrangements for any necessary classroom adjustments.

Cheating and Plagiarism

University policy 3342-3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided for in this policy will be used to deal with any violations. If you have questions, please read the policy at http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779 and/or ask your instructor.



A Few Words about Alarming Student Writing

Think about what you are writing. Writing therapy is good, and everyone should express themselves that way, but consider the effect of such writing upon others. Check your writing to be sure that you truly want your words to be read by a general public audience, much less by another individual. Students should be aware that writing, by its very nature, can be misunderstood. In addition, students should know that their instructors are responsible for reporting any evidence of

a student's possible intent to harm themselves or to harm others. Therefore, please avoid putting in writing anything that could be taken out of context, regardless of the intent, which would necessitate an instructor's taking action to clarify the matter or to protect the student or others from harm.

Grade Distribution

| | | |
|--|-------------|--------------------|
| Website Project | 20% | 200 points |
| Trumbull Satellite Project | 30% | 300 points |
| Exercises | 40% | 400 points |
| Mandatory Conferences and Tutorials | 10% | 100 points |
| | 100% | 1000 points |

Some Course Assignment Details

Website Project (20% | 200 points)

- Part I—Proposal (5% | 50 points)
- Part II—First Draft Project (5% | 50 points)
- Part III—Final Draft Project (10% | 100 points)

Trumbull Satellite Project (30% | 300 points)

- Part I—Proposal (2.5% | 25 points)
- Part II—Revised Proposal (2.5% | 25 points)
- Part III—First Draft Project (5% | 50 points)
- Part IV—Workshop (5% | 50 points)
- Part V—Final Draft Project (10% | 100 points)
- Part VI—Report (5% | 50 points)

Reading Responses and Other Exercises (40% | 400 points)

- Exercise: Using Word Press—Part I (2.5% | 25 points)
- Reading Response #1 (5% | 50 points)
- Exercise: Digital Expressions Exploration—Print (2.5% | 25 points)
- Exercise: Using Word Press—Part II (5% | 50 points)
- Reading Response #2 (5% | 50 points)
- Exercise : Using Word Press—Part III (5% | 50 points)
- Exercise: Digital Expressions Exploration—Audio (2.5% | 25 points)
- Reading Response #3 (5% | 50 points)
- Exercise: Digital Expressions Exploration—Video (2.5% | 25 points)
- Reading Response #4 (5% | 50 points)

Mandatory Individual Conferences and Group Tutorials (10%)

Four times during the semester, you will be required to meet with me online.

- Two of those meetings will be Group Tutorials, via JitsiMeet (<https://meet.jit.si/WRDA4863imaginaryStudentsincyberspacemoosecowtulips>).
- Two of those meetings will be Individual Conferences, via KSU Google Hangouts/Meet.
- You may also meet with me to make-up a missed conference or tutorial, or for additional help, but

the lost points for failing to meet during that Mandatory Conference or Tutorial period will not be regained. Each conference or tutorial is worth 25 points (2.5%)—no more, no less.

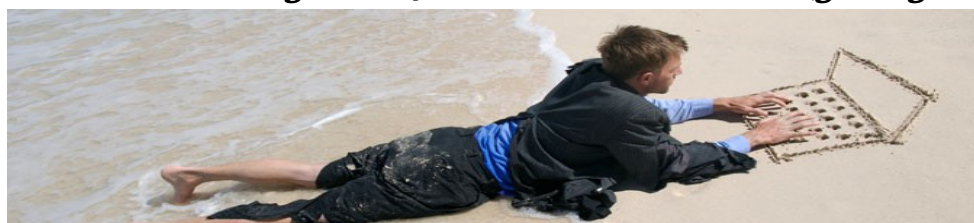
Course Grades

No grade ever goes above the level of an A+ (never above 100/100 possible points, for example); likewise, no graded work ever goes below the upper level of an F points (never below 55/100 points, for example); however, if an assignment is never submitted, or is submitted too late to be graded, it will receive ZERO points. If your final course score is 64-63%, you will earn a D for the course; if your final course score is 62-60%, you will earn an F for the course. All assignments will be weighted according to the percentage value. All assignments will be evaluated on a 100 point scale as follows:

| GRADE | Trumbull Satellite Project 30% 300 points & Website Project 25% 250 points | | | Exercises 40% 400 points | | FINAL GRADE Conversion |
|-----------|---|-----------|------------|---------------------------------------|-----------|---------------------------------------|
| | 25 points | 50 points | 100 points | 25 points | 50 points | |
| A+ | 25 | 50 | 100-97 | 25 | 50 | 4.0 |
| A | | 48 | 96-94 | | 48 | 4 |
| A- | | 46 | 93-90 | | 46 | 3.7 |
| B+ | | 44 | 89-87 | | 44 | 3.3 |
| B | 21 | 43 | 86-84 | 21 | 43 | 3.0 |
| B- | | 41 | 83-80 | | 41 | 2.7 |
| C+ | | 39 | 79-77 | | 39 | 2.3 |
| C | 19 | 38 | 76-74 | 19 | 38 | 2.0 |
| C- | | 37 | 73-70 | | 37 | 1.7 |
| D+ | | 34 | 69-67 | | 34 | 1.3 |
| D | 16 | 33 | 66-64 | 16 | 33 | 1.0 |
| D- | | 32 | 63-60 | | 32 | *** |
| F | 14 | 28 | 55 | 14 | 28 | 0.0 |

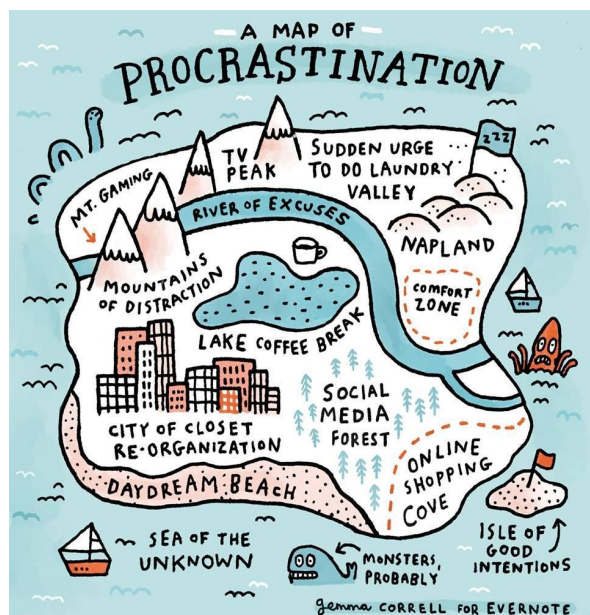
*No grade for submitted work ever goes above an **A** (100, 60, 50 or 40 points); likewise, no graded work ever goes below an **F** (55, 33, 27, points; however, if an assignment is never submitted, or if it is submitted too late to be graded, it will receive ZERO points.*

Please see individual assignments for how items are evaluated (grading rubrics).



Regarding Missed, Late, or Incomplete Work

With the exception of Mandatory Conferences and Writing Workshop assignments, late work will be accepted for a period of time after the due date; however, points will be deducted for late submissions. For each day the work is late: 3% (3 out of a possible 100 points, 6 out of a possible 200 points) will be deducted from the grade. No late work will be accepted if shared eight days or later past the due date, and no work will be accepted after May 8, 2021. **Essay Rewrites will not be accepted in place of un-submitted essays.**



Missed Mandatory Conferences and/or Group Tutorials:

If you fail to hold your appointment with me during the conference/tutorial period, you will earn 0 points; if you meet with me, you will earn full points—you are not being evaluated during our session.

No work will be accepted after May 8, 2021 (11:59pm, EST)!



One More Note from Dr. Robinson:

At any time during the semester, please feel free to email me (clrobins@kent.edu), or to sign up for an appointment to meet with me via KSU Google Hangouts/Meet, if you have questions or concerns!

Things You Might Consider

Converting this class into an Honors class

Once enrolled in the Honors Program, Kent State Trumbull students are encouraged to convert any regular course into an Honors course. No web-based course may be converted into an Honors course, though almost all face-to-face courses can be converted. Please contact Mary Russell, if you need assistance in [understanding and completing the conversion form](#).

Deadline for converting a Spring semester course: December 1*

For more information, visit: <https://www.kent.edu/trumbull/honors>

Experiential Learning Requirement Plus-1 Credit Course

The Plus-1 option allows students the opportunity to receive course credit by attaching a 1 credit-hour addition onto another course. The faculty member for the co-registered course must approve and work with the student to develop an additional class project or research assignment.

To create a Plus-1 Credit Course, [complete the application](#). The faculty supervisor will automatically receive an email prompting them to approve the project. Once approved, Community Engaged Learning will create the course section, register the student, and notify both the student and the faculty supervisor upon registration.

For more information, visit: <https://www.kent.edu/experiential-learning>

Writing Minor

If you haven't done so already, consider adding a [Writing Minor](#) to your degree. No matter what your eventual career, being able to communicate well in writing will be useful and essential, and a minor in writing could look enticing to potential employers or graduate schools.