



On-Campus Course Syllabus

COM 102 L1

Rhetoric and Writing 2

Summer 2025

Class Information

Day and Time: M/W 9-11:30 AM

Room Number: E205

Contact Information

Instructor Name: Dr. Spring

Instructor Email: sspring@criswell.edu

Instructor Phone: [214.818.1346](tel:214.818.1346)

Instructor Office Hours: [M/W 11:30-12:30 and by appointment](#)

Course Description and Prerequisites

A study of English style and usage in written and oral expression. Critical thinking, research, and writing skills necessary for success in courses across the curriculum. Prerequisite: COM 101.

Course Objectives

- a. Enhance ability to
 - i. Write efficient, well-developed outlines, body paragraphs, and sentences
 - ii. Analyze and critique scholars, peers, and texts
 - iii. Synthesize research into categories in order to evaluate and critique their findings
 - iv. Utilize sources in appropriate manual style
- b. Engage with readings actively and efficiently
- c. Use proper diction in formal essays
- d. Write a well-researched literature review
- e. Understand how to write a clear and logical essay, with an introduction, topic sentences, concrete details, commentaries, and conclusions
- f. Know how to edit and critique essays
- g. Email me a short statement about who you are as a writer for extra credit
- h. Understand/master the research and writing process

Required Textbooks

Norton Field Guide to Writing, 5th edition by Bullock, Goggin, and Weinberg.

ISBN 9780393655803

Course Requirements and Assignments

- a. **Participation and Daily Assignments.** This portion of your grade will be earned by coming to class with the readings done and readiness to participate in class discussions and editing workshops. **(30%)**

NOTE: Students may miss two classes, but on the third absence, their grade will be affected.

- b. **Investigating Career/Major** **(35%)**

1. **Cover Letter/Resume**
2. **Topic Overview**
3. **Annotated Bibliography**
4. **Synthesis Worksheet or Detailed Outline**

- c. **Literature Review**, “How One Thinks Like A _____,” which will serve as your final exam. This 3-4 page essay requires 5 sources. **(35%)**

Course/Classroom Policies and Information

- I reserve the right to ask a student to leave if he or she is being disruptive or uncooperative.
- Technology is welcome in the classroom – unless it becomes a distraction.
- Criswell College uses Turabian documentation style, and writing assignments must be submitted in this format.
- Daily work such as discussion questions must be completed by the start of each class period (8:59 AM); no late work will be accepted.
- Students can make up **two** daily assignments by 1) completing the missing assignment and submitting it, 2) writing a one-page “reason” as to why the assignment was missed – either fiction or nonfiction, and 3) presenting this excuse to the class.
- Writing assignments and the final research essay are due by 11:59 PM on the scheduled class day: no late work will be accepted. However, each student has two possible extensions, if he or she notifies me before the major project deadline; this deadline is exactly one week (Wednesday to Wednesday, for example) with no penalties.
- Students who do not use their extensions will receive a bonus of 5 points on the lowest major writing assignment.
- Professors work closely with the Student Success Office. ***To help provide resources to students who may need it most, I will communicate the names of students who have two consecutive absences, low grades, or any other signs that they may be struggling.*** The Student Success Manager will reach out to these students and help find appropriate resources.

AI Policy

ETHICAL USE	UNETHICAL USE
Concept Explanation	Plagiarism
Resource Citation and Formatting	Assignment Outsourcing
Idea Generation/Brainstorming	Misrepresenting Abilities
Feedback and Evaluation	Improper Reference Checking

Note: If you choose to use AI, there must be original work (created by you); in other words, students can ask AI to assist with their writing, but AI cannot generate the writing. I may ask to see both the original and revised version.

Class Attendance

Students are responsible for enrolling in courses for which they (1) anticipate being able to attend every on-campus class session on the day and time appearing on course schedules, or (2) participating in academically related activities as identified in online-course schedules including synchronous class sessions conducted remotely by video, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any missed information. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades. Professors apprise students of such information in course syllabi.

Students receiving grants, loans, or scholarships must meet specified requirements of various departments at the college and should consult relevant sections of the *Academic Catalog*. To ensure such funds will not be forfeited, students are responsible for contacting the proper departments to ascertain any specific course participation requirements and consequences of not meeting such requirements. Students receiving grants, loans, or scholarships should consult the Financial Aid office.

While Criswell College is a non-attendance taking institution, it nevertheless must demonstrate that students begin their courses in order to comply with Federal Aid regulations. Accordingly, students must participate in academically related activities during census periods. Failure to meet this requirement will result in students being administratively dropped from courses.

Academically related activity is defined as any course-related activity that may be used as evidence of attendance. Examples include:

- physical presence in a classroom during a class session with the instructor present,
- participation in a synchronous remote video class session with the instructor present,
- submission of an academic assignment, quiz, or exam,
- participation in an interactive tutorial or computer-assisted instruction,
- participation in a study group or discussion board that is assigned by the instructor,
- documentation showing that the student and a faculty member corresponded about the academic subject of the course.

NOTE: Logging into a Canvas course alone and logging into a Synchronous Online class session without active participation or with the camera off are not considered attendance.

NOTE: A census period begins on the first day of a semester/term and runs through the end of the last day to drop courses. During the census period, attendance data is collected in order to demonstrate compliance with Federal Aid regulations. There is no census period for winter terms since there is no last day to drop courses.

Campus Closure

To ensure the health and safety of students and employees, college administrators may decide it is necessary on rare occasions to close the campus. Once this decision is announced, instructors will contact students to provide further details regarding the campus closure's impact on those courses. Students are responsible to watch for communication from their instructors and respond appropriately. (Unless otherwise specified by the instructor in this syllabus, this communication will be sent to the student's Criswell College e-mail account.)

In order to make progress toward the courses' objectives, instructors have the freedom during most campus closures to require students to participate in activities as alternatives to meeting on campus. An instructor may, for example, hold class remotely (through Zoom) at the scheduled time, provide a recording of a class or presentation for students to watch independently, or assign other activities that students are to accomplish before returning to campus. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in this syllabus during the period of the campus closure. If, during the period of the campus closure, personal circumstances prohibit a student from accomplishing these alternative activities or course requirements and assignment listed in the syllabus during the campus closure, the student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the period of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

Grading Scale

Assigning grade definitions (i.e., above average, average, below average) is optional. Please delete the last column below if not assigning definitions. Additionally, delete these instructions when completing syllabus.

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade point per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the "I" will become an "F."

Academic Honesty

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

Institutional Assessment

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate

discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Research and Writing Standards

The default writing style for written assignments in Criswell College Courses is the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style, Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides.

Resources and Supports

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at studenttechsupport@criswell.edu.

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information is located on the college website at [Criswell College Mental Health Resources](#), and students may contact the Director of Student Services if they have any questions.

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at library@criswell.edu. Login credentials are emailed to students near the beginning of the semester.

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can schedule an appointment through Calendly (<https://calendly.com/criswell-tutoringcenter>) or by visiting the Tutoring Center located on the second floor in room E203. For questions, call 214.818.1373 or email at tutoringcenter@criswell.edu.

Course Outline/Calendar

M	June 2		Course Introduction
W	June 4	Review	“How to Read Critically” Handout Review: Chapters 1-4 and 5-9 (we will do this in class) Letters of Application and Resumes
M	June 9		Grammar Review Chapters 56-59 Career Materials Workshop
W	June 11		Pick and Email a Professor <i>Peer Review</i> Cover Letter/Resume Due
M	June 16	Asking & Researching Questions	Chapters 24-26 Website Project (we will do this in class) “Ask a Professor” assignment
W	June 18		Chapters 27 and 29 <i>Peer Review</i> Topic Overview Due
M	June 23	Finding & Evaluating Research	Chapters 47-49 Library Meeting, <i>5 citations due</i>
W	June 25		Chapters 15 and 16 “How to Read a Text” handout Workshop – Bring One Source to Class
M	June 30		<i>Peer Review</i> Annotated Bibliography Due
W	July 2	Synthesizing Research	Review: Chapters 51-53 “Dinner Conversations” with sources
M	July 7		Chapter 50 Chapters 35-36
W	July 9		<i>Peer Review</i> Synthesis Worksheet or Outline Due
M	July 14	Writing it Up	Meet with Sarah either Monday or Wednesday
W	July 16		Meet with Sarah either Monday or Wednesday Submit Rough Draft to Canvas by 5
M	July 21		ROUGH DRAFT CONFERENCES
W	July 23		Review: Chapters 31-33 Course Wrap-up Final Draft due, July 25