Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the office, your academic advisor, or the instructor.

This course assumes joint responsibility in the learning process. The activities and assignments build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in this course, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: PRST220 IDDL1 Analytical & Persuasive Writing

Semester and Term: Summer 2017

Day and Dates: Online  May 8 – July 1, 2017

Time: Online

Campus Location: Distant Learning

Course Description:
Continuing to practice the rhetorical skills introduced in ENGL 101, students will develop analytical, interpretive, and information literacy skills necessary for constructing a well-supported, researched, and academic argument. Prerequisite: ENGL 101

Prerequisite Course: ENGL 101

Instructor Name: Kathryn Zurlo

Instructor Contact Information: kzurlo@bridgeport.edu

Required Materials:

Course Objectives:
1. Present detailed and well-organized compositions using form documentation.
2. Develop research skills, including the ability to distinguish between primary and secondary sources, as well as evaluate the validity of the source
3. Conduct research using primary and secondary sources
4. Identify what constitutes a valid argument/thesis and create and develop valid reasoning to support your argument
5. Recognize and explain issues and identity critical perspectives
6. Identify and address the audience and purpose to establish appropriate rhetorical contexts
7. Apply research and writing strategies to research-based analytic and argumentative writing
8. Write well-organized essays with a clear thesis, introduction, body, and conclusion
9. Employ the conventions of standard written English in sentence structure, punctuation, grammar and usage, and spelling

Assignments and Grading Criteria:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion boards and responses</td>
<td>20%</td>
</tr>
<tr>
<td>Short Assignments</td>
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<tr>
<td>Essays</td>
<td>40%</td>
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<tr>
<td>Final Paper (15%)</td>
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<td>Outline (5%)</td>
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Letter Grading Scale:

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<td>76-74</td>
<td>C</td>
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<tr>
<td>93-90</td>
<td>A-</td>
<td>73-70</td>
<td>C-</td>
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<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
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<tr>
<td>86-84</td>
<td>B</td>
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<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
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Course Outline

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<thead>
<tr>
<th>Module One: An Analytical Frame of Mind</th>
<th>Discussion board 1</th>
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<tr>
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<td>Short Assignment 1: summary</td>
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<td>Module Two: Responding Analytically</td>
<td>Discussion board 2</td>
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<td>Short Assignment 2</td>
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<td>Essay 1</td>
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<td>Module Three: Reasoning and Interpretation</td>
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<td>Short Assignment 3</td>
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<td></td>
<td>Essay 2</td>
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<tr>
<td>Module Four: Word Choice, Organization, and Sentence Structure</td>
<td>Discussion board 4</td>
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<td>Short Assignment 4</td>
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<tr>
<td></td>
<td>Essay 3</td>
</tr>
<tr>
<td>Module Five: Evaluating and Finding Sources</td>
<td>Discussion board 5</td>
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<td>Short Assignment 5</td>
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<td>Essay 4</td>
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<td>Module Six: Writing the Research Essay</td>
<td>Discussion board 6</td>
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<td>Short Assignment 6</td>
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<td></td>
<td>Outline, Thesis statement, introduction, and</td>
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</table>
Conclusion of final paper due

| Module Seven: Drafting, Editing, and Revising | Discussion board 7  
| Final Paper Continued | Short Assignment 7  
| | Final paper  

| Module Eight: Basic Writing Errors | Discussion board 8  
| | Final paper due  

**Essays**

All major essays will follow APA format, including citations and references to avoid plagiarizing. Each essay, except for the summary, will be two to three pages of text. This does not include your title or reference page.

**Short Assignments**

Short assignments will be assigned throughout the course to review concepts related to the topic being discussed. Each short assignment should be in APA format including a title page and reference page, if using outside sources. The short assignments should be two to three paragraphs long, 7 to 10 sentences per paragraph. All short assignments will be two to three paragraphs long unless otherwise noted in the instructions.

**Final Paper**

The final paper will be four to five pages of text in APA format. This final argumentative essay will include at least four academic, scholarly sources to support your claim. This essay is due at the end of Unit 8.

**Discussion board participation**

Read and respond to at least 3 of your classmates on a weekly basis. Post your initial response by Wednesday at midnight EST. Then, respond to two of your classmates by Sunday at midnight.

To receive the best score possible:
1) Share clear and relevant examples, in support of your statements, chosen articles and/or opinions. Saying I agree isn’t a strong enough response without an explanation as to why you agree or disagree with classmates posting. NOTE: remember to properly cite the source of information following the APA Guideline provided for you in the content section and/or course information section.
2) Participate early in the week – NOTE: Initial thread posting have a deadline of midnight Wednesday and responses have a deadline of midnight Saturday.
3) Participate “often” during the week ensuring that you answer any questions from a fellow classmate
4) Always use APA format to cite any information that you reference in your post to avoid plagiarism
Confidentiality on the Discussion Board. Take care to be respectful in all communications. The Professor reserves the right to delete/remove any and all posting. Do not use the real names of your places of work or people involved in the situations you talk about to maintain the highest level of confidentiality so we can discuss some the most controversial issues impacting the workplace today.

ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the School of Professional Studies Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.

Please print and complete the form and fax the form to the Office: 203-576-4537. Prior to dropping a course, the student should contact their Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the School of Professional Studies Course Schedule webpage (same link above).

Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The University prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.
Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

The Use of Turnitin dot com
Upon submitting an assignment via the Canvas Learning System, a student will be prompted with the following statement:
I agree and understand that this assignment will be submitted to Turnitin, a plagiarism screening service analyzing the extent to which this submission is original content, cited from other sources, and/or similar to existing sources in Turnitin’s database. I further agree and understand that this submission will be maintained in Turnitin’s database for plagiarism detection purposes only and that I retain the copyright of this assignment. I also understand and agree that I am subject Turnitin’s Usage Policy, available at http://turnitin.com.
I have read the terms and conditions of the University of Bridgeport’s (the “University”) Consent to Plagiarism Screening Policies (see below) as stated in the University Catalog and Key to UB-Student Handbook, and understand that those terms are incorporated herein by reference.

Consent to Plagiarism Screening
Students are expected to be familiar with and to comply with the University’s policies prohibiting plagiarism as set forth above. Some courses utilize electronic screening to detect plagiarism, e.g., Turnitin. These plagiarism screening programs analyze the extent to which students' submitted assignments constitute original content and compare students’ submissions to an
extensive network of web pages, articles, and other student work in their databases. Using these resources, these programs produce originality reports which categorize submission content, determining what percentage of each assignment matches text found in their databases. By enrolling in course(s), students consent to the above-described plagiarism screening programs and may also be required to approve specific terms and conditions of use when submitting an assignment. Students also consent to retention of their submission in Turnitin or other plagiarism screening platforms, but retain full copyright of their submission. For more information about Turnitin, please contact Kris Bickell (ext. 4851).

**Ethics Statement of Confidentiality**
An integral component of this course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

**ACADEMIC RESOURCE CENTER**
The Academic Resource Center is available for students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: [http://www.bridgeport.edu/pages/2209.asp](http://www.bridgeport.edu/pages/2209.asp) The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have a UBNet account.

**Obtaining a UBNet Account**
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: [http://www.bridgeport.edu/ubnet](http://www.bridgeport.edu/ubnet) - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: [http://www.bridgeport.edu/email](http://www.bridgeport.edu/email) and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

**Learning Management System (LMS) - Canvas**
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

**Canvas Tutorial For Students:** [https://bridgeport.instructure.com/courses/985903](https://bridgeport.instructure.com/courses/985903)

**For assistance** contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu
[https://bridgeport.instructure.com/courses/829447/](https://bridgeport.instructure.com/courses/829447/)
Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:
- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers
Open access computer labs are available at three locations:
- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.
- Stamford – Room D; Check open hours at: http://www.bridgeport.edu/stamford
- Waterbury – Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
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CAMPUS CONTACT INFORMATION

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<tr>
<th>Campus</th>
<th>Address</th>
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<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue</td>
<td>(203) 576-4800</td>
<td><a href="mailto:scps@bridgeport.edu">scps@bridgeport.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bridgeport, CT 06604</td>
<td></td>
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</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
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<td>Stamford, CT 06750</td>
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<tr>
<td>Waterbury</td>
<td>84 Progress Lane</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
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Directions to Campus locations [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**. Federal Student Aid Information: 1-800-433-3243.