

# English Composition I

## ENGL-1101

Spring 2021 Section 11 3 Credits 01/09/2021 to 05/11/2021 Modified 12/14/2020

### Description

Composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis and argumentation, and also including introductory use of a variety of research skills. Prerequisites: All English as a Second Language students must have exited from all English as a Second Language courses. All learning support students must have completed all reading and writing required remediation. For more information on this institution's eCore courses, please see <http://www.westga.edu/ecore/>

#### Requisites

Prerequisites:

Learning Support English 3

Corequisites:

### Contact Information

### Meeting Times

Lecture

Tuesdays and Thursdays 9:30-10:45

TLC 1203

### Materials

#### The Wander Society

Author: Keri Smith

Publisher: Penguin

ISBN: 978-0-1-14-310836-8

#### Other Required Materials

Microsoft Word ([free download](https://www.westga.edu/its/microsoft-office-365.php)). (<https://www.westga.edu/its/microsoft-office-365.php>)

Printed pdf document (provided for you in Course Den). This document needs to be printed and placed in your 3-ring binder.

A 3-ring binder with loose-leaf paper (1.5 inches is big enough).

Access to the Internet.

### Outcomes

1. To identify and employ a variety of rhetorical modes and techniques of persuasion and acquire reasonable mastery of

conventions of college-level prose writing.

2. To develop and apply critical thinking skills in effective expository, analytical, and argumentative writing and to gain facility with the entire writing process from invention through revision.
3. To develop organizational strategies, incorporate and document additional textual materials to strengthen and support argument.

Please note that a final grade of C or better is required for students to receive credit for ENGL 1101.

## ✓ Evaluation

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### Criteria

This class is based on a grading contract and lacks grading in a traditional sense. Instead, you will receive for each assignment one of the following:

Proficient – Work is proficient and nothing more needs to be done

Developing – Work is developing; if a milestone assignment, you must revise to proficiency

Incomplete – Work was not turned in

All milestone essays must receive a rating of proficient to meet the requirements of the assignment, contract and class. See the grading contract outlined below for more details.

Students must achieve a final grade of C or better to receive credit for ENGL 1101.

Type	Weight	Topic	Notes
Proficient	N/A	N/A	Work is completed in-full and meets all of the requirements of the assignment. This includes, but is not limited to, answering all of the questions, following directions, and completing all parts of multi-part questions or prompts.  Milestone assignments must also reach proficient level to count as "complete" or in order for the student to pass with a grade higher than a D. Milestone assignments are graded using the standard departmental rubric and guidelines.
Developing	N/A	N/A	A developing designation indicates that an assignment is incomplete in some way (all of the questions were not answered, directions were not followed, etc.). In this regard, a developing designation reflects a lack of good faith effort.  Late assignments (turned in after the due date but within the 7-day grace period) receive a developing designation, regardless of completion.  For milestone assignments, a developing designation means that the student needs additional practice to reach the proficient designation. Milestone assignments must reach proficient level to count as "complete" or in order for the student to pass with a grade higher than a D. Milestone assignments are graded using the standard departmental rubric and guidelines.
Insufficient	N/A	N/A	An insufficient designation means that a student did not turn in the assignment, or the assignment was submitted after the 7-day grace period for late work.

### Breakdown

Grade	Range	Notes
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Grade	Range	Notes
A	90-100	<p>To earn a grade of "A" in the course, you agree to do the following:</p> <ul style="list-style-type: none"> <li>• Complete all formal essays in the course on time and to the level of proficient, adhering to the directions outlined in the prompt.</li> <li>• Revise one or more of the major assignments in the course in consultation with the instructor.</li> <li>• Complete at least <b>ninety percent</b> of all other assignments in the course, including homework, journaling, and in-class assignments, using your best <i>in good faith effort</i>.</li> <li>• <b>Miss no more than four class meetings</b> during the semester. A few exceptions apply, especially with COVID-19 being a concern; please communicate with me via email to determine if your circumstance warrants an excused absence.</li> <li>• Compile a portfolio of your writing, and present the portfolio as outlined in the portfolio assignment.</li> </ul>
B	80-89	<p>To earn a grade of "B" in the course, you agree to do the following:</p> <ul style="list-style-type: none"> <li>• Complete all formal essays in the course on time and to the level of proficient, adhering to the directions outlined in the prompt.</li> <li>• Revise one or more of the major assignments in the course in consultation with the instructor.</li> <li>• Complete at least <b>eighty percent</b> of all other assignments in the course, including homework, journaling, and in-class assignments, using your best <i>in good faith effort</i>.</li> <li>• <b>Miss no more than four class meetings</b> during the semester. A few exceptions apply, especially with COVID-19 being a concern; please communicate with me via email to determine if your circumstance warrants an excused absence.</li> <li>• Compile a portfolio of your writing, and present the portfolio as outlined in the portfolio assignment.</li> </ul>
C	70-79	<p>To earn a grade of "C" in the course, you agree to do the following:</p> <ul style="list-style-type: none"> <li>• Complete all formal essays in the course on time and to the level of proficient, adhering to the directions outlined in the prompt.</li> <li>• Complete at least <b>seventy percent</b> of all other assignments in the course, including homework, journaling, and in-class assignments, using your best <i>in good faith effort</i>.</li> <li>• <b>Miss no more than five class meetings</b> during the semester without good reason. A few exceptions apply, especially with COVID-19 being a concern; please communicate with me via email to determine if your circumstance warrants an excused absence.</li> <li>• Compile a portfolio of your writing, and present the portfolio as outlined in the portfolio assignment.</li> </ul>
D	60-69	<p>To earn a grade of "D" in the course, you agree to do the following:</p> <ul style="list-style-type: none"> <li>• Complete all but one of the formal essays in the course to the level of proficient, adhering to the directions outlined in the prompt.</li> <li>• Complete at least <b>sixty percent</b> of all other assignments in the course, including homework, journaling, and in-class assignments, using your best <i>in good faith effort</i>.</li> <li>• <b>Miss no more than six class meetings</b> during the semester without good reason. A few exceptions apply, especially with COVID-19 being a concern; please communicate with me via email to determine if your circumstance warrants an excused absence.</li> <li>• Compile a portfolio of your writing, and present the portfolio as outlined in the portfolio assignment.</li> </ul>
F	0-59	<p>You will earn a grade of "F" in the course if you:</p> <ul style="list-style-type: none"> <li>• fail to complete more than one major assignment</li> <li>• do not attend class (without appropriate documentation) or do not participate in class meetings and discussions</li> <li>• or otherwise fail to meet the minimum requirements to earn a "D."</li> </ul> <p>In conclusion, one fails if one simply makes no effort to complete the work in the course.</p>

## Assignments

Assignment Name	Description	Due Date

<b>Milestone Assignment:</b> <b>Out-of-Class Essay 1</b>	<b>Engage the Text</b> Student must reach proficient evaluation for this milestone assignment.	Due to Course Den by Friday, February 12 at 11:59 pm.
<b>Milestone Assignment:</b> <b>Out-of-Class Essay 2</b>	<b>Rhetorical Analysis</b> Student must reach proficient evaluation for this milestone assignment.	Due to Course Den by Friday, March 12 at 11:59 pm.
<b>Milestone Assignment:</b> <b>Out-of-Class Essay 3</b>	<b>Argumentative Synthesis</b> Student must reach proficient evaluation for this milestone assignment.	Due to Course Den by Friday, April 23 at 11:59 pm.
<b>Journal Entries and Discussion Posts</b>	You will complete 12 journal entries for class – one due each week.	Due every Thursday at 9:30am.
<b>Reading Accountability Assignments (RA)</b>	Ten reading and writing assignments designed to help you build your skills from one unit to the next and continuously apply what you are learning and what you have learned.	With the exception of week one, RA assignments are due every Monday at 11:59 pm.
<b>Revision</b>	You are required to revise one essay to achieve an A or B according to the grading contract. You may choose to revise essay 1 or essay 2.	More information provided as relevant.
<b>Portfolio</b>	A compilation of the work you've completed over the semester to include: a full revision of either essay one or essay two; all final out-of-class essays for the semester, a metacognitive reflection of your work in ENGL 1101, and a wanderer reflection.	Due to Course Den by April 30 at 11:59 pm.
<b>Online mini-lectures and process work.</b>	Mini-lectures will be available only if class goes online unexpectedly due to COVID. Students affected by (and absent because of) illness will receive make up work on a case-by-case basis as needed.	If class goes fully online, students are responsible for viewing lectures and completing assignments as directed.

Dates	Read/Do	Assignments Due
<b>UNIT 1: Engaging the Text: "Stop Googling. Let's Talk" and "Alone but Together"</b>		
<p>Week One</p> <p>T 1/12 and R 1/14</p> <p><i>Open Drop and Add Period ends January 15 at 11:59pm</i></p>	<p>Introduction to course and contract grading.</p> <p>Watch "Why Good Writers Rule the World" and complete RA1 (in class).</p> <p><b>For Thursday: Read and complete RA2 assignment:</b></p> <p><i>The Wander Society</i>; xv-xxiii, intro and pages 30-33</p> <p>"What is 'Academic' Writing?" (CT) pages 3-6 only.</p>	<p>RA2 due to Course Den by 11:59pm Wednesday.</p>
<p>Week Two</p> <p>T 1/19 and 1/21</p>	<p><b>For Tuesday: Read and complete RA3 assignment:</b></p> <p>"What is 'Academic' Writing?" (CT) page 9-end, skipping pages 11-14 and</p> <p>"Stop Googling. Let's Talk."</p> <p><b>For Thursday: Complete journal 1.</b></p>	<p>3-ring binder with printed copy of PDF file due Tuesday by 9:30am</p> <p>RA3 due to Course Den by 11:59pm Monday.</p> <p>Journal 1 due to Course Den by 9:30am Thursday.</p>
<p>Week Three</p> <p>T 1/26 – R 1/28</p>	<p><b>For Tuesday: Read and complete RA4 assignments:</b></p> <p>Read <i>The Wander Society</i> pages and 11-29 and 63-69 and "Alone but Together"</p> <p><b>For Thursday: Complete journal 2.</b></p>	<p>RA4 due to Course Den by 11:59pm Monday.</p> <p>Journal 2 due to Course Den by 9:30am Thursday.</p>
<p>Week Four</p> <p>T 2/2 and R 2/4</p>	<p>In class: workshop week; brainstorm and draft essay one.</p> <p><b>For Thursday: Complete journal 3 and submit draft of essay one.</b></p>	<p>Journal 3 due to Course Den by 9:30am Thursday.</p> <p>Essay one DRAFT due to Course Den by 9:30am Thursday.</p>
<p><b>Unit 2: Rhetorical Analysis: <i>The Wander Society</i> (Book) ** Bring the book to every class for this unit.</b></p>		

Dates	Read/Do	Assignments Due
<p>Week Five</p> <p>T 2/9 and R 2/11</p>	<p><b>For Tuesday: Read and complete RA5 assignment:</b></p> <p>Read “The Three Appeals of Argument: Logos, Ethos, Pathos.”</p> <p>Watch in class: Intro to rhetorical analysis: Analysis of Budweiser Ad (CT)</p> <p>Receive essay 2 assignment.</p> <p><b>For Thursday: Complete journal 4.</b></p>	<p>RA5 due to Course Den by 11:59pm Monday.</p> <p>Journal 4 due to Course Den by 9:30am Thursday.</p> <p>Essay #1 due to Course Den by Friday, February 12 at 11:59pm.</p>
<p>Week Six</p> <p>T 2/16 and R 2/18</p>	<p><b>For Tuesday: Watch and complete RA6 assignment: “Rhetorical Analysis Essay” on YouTube</b></p> <p><b>For Thursday: Complete journal 5.</b></p>	<p>RA6 due to Course Den by 11:59pm Monday.</p> <p>Journal 5 due to Course Den by 9:30am Thursday.</p>
<p>Week Seven -ONLINE ONLY???</p> <p>T 2/23 and R 2/25</p>	<p><b>For Tuesday: Watch and complete RA7</b></p> <p>Organize your rhetorical analysis essay.</p> <p><b>For Thursday: Complete journal 6.</b></p>	<p>RA7 due to Course Den by 11:59pm Monday.</p> <p>Journal 6 due to Course Den by 9:30am Thursday.</p>
<p>Week Eight</p> <p>T 3/2 and R 3/4</p>	<p><b>For Tuesday: Watch and complete RA8 assignment: “Smooth: Writing Paragraph Transitions” on YouTube.</b></p> <p><b>For Thursday: Complete journal 7.</b></p>	<p>RA8 due to Course Den by 11:59pm Monday.</p> <p>Journal 7 due to Course Den by 9:30am Thursday.</p> <p>Submit draft of essay two to Course Den by Sunday night at 11:59pm.</p>
<p>Week Nine</p> <p>T 3/9 and R 3/11</p>	<p><b>Conferences: Sign up for a conference with Mrs. Steed via Sign Up Genius and attend conference to discuss Essay 2 draft.</b></p>	<p>Essay #2 due to Course Den by Friday, March 12 at 11:59pm</p>
<p>Week Ten: SPRING BREAK</p> <p>T 3/16 and R 3/18</p>	<p>SPRING BREAK</p>	<p>SPRING BREAK</p>
<p><b>Unit 3: Argumentative Synthesis: “Knowing When Tech Does (and Doesn’t) Promote Positive Relationships” and “Why Our Screens Are Making Us Less Happy”</b></p>		

Dates	Read/Do	Assignments Due
<p>Week Eleven:</p> <p>T 3/23 and R 3/25</p>	<p>Receive essay 3 assignment.</p> <p><b>For Tuesday: Read and complete RA9 assignment: "Synthesizing" (WG) and "Knowing When Tech Does (and Doesn't) Promote Positive Relationships"</b></p> <p><b>For Thursday: Complete journal 8.</b></p>	<p><b>RA9 due to Course Den by 11:59pm Monday.</b></p> <p><b>Journal 8 due to Course Den by 9:30am Thursday.</b></p>
<p>Week Twelve:</p> <p>T 3/30 and R 4/1</p>	<p><b>Complete RA10 in class: "Why Our Screens Make Us Less Happy"</b></p> <p><b>For Thursday: Complete journal 9.</b></p>	<p><b>Journal 9 due to Course Den by 9:30am Thursday.</b></p>
<p>Week Thirteen</p> <p>T 4/6 and R 4/8</p>	<p>Workshop week: organizing and drafting your synthesis essay.</p> <p><b>For Thursday: Complete journal 10.</b></p>	<p><b>Journal 10 due to Course Den by 9:30am Thursday.</b></p>
<p>Week Fourteen</p> <p>T 4/13 and R 4/15</p>	<p>Organizing and drafting workshops – synthesis essay.</p> <p><b>For Thursday: Complete journal 11 and bring a draft of essay to class.</b></p>	<p><b>Journal 11 due to Course Den by 9:30am Thursday.</b></p> <p><b>Bring draft of essay one to class on Thursday and submit draft to Course Den drop box by 11:59pm Sunday 4/18.</b></p>
<p>Week Fifteen</p> <p>T 4/20 and 4/22</p> <p>Class does not meet in person this week.</p>	<p><b>Conferences: Sign up for a conference with Mrs. Steed if you still have a developing designation on essay one or two or if you would like more feedback on essay 3.</b></p>	<p><b>Journal 12 due to Course Den by 9:30am Thursday.</b></p> <p><b>Essay #3 due to Course Den by Friday, April 23 at 11:59pm.</b></p>
<p>Week Sixteen</p> <p>T 4/27 and R 4/29</p>	<p>Class is optional today. You may come and work on your metacognitive reflection and portfolio utilizing the computer lab, if you would like.</p>	<p><b>Portfolios with revised essay are due to Course Den by Friday, April 30 at 11:59pm.</b></p>
<p>Finals Week (May 5-11) – class does not meet</p>		

\*All participation assignments are posted in Course Den. Course Den modules correspond with the weeks listed in the course. It is

your responsibility as a student in this class to keep up with daily assignments, lectures, discussion posts, journal entries, etc. using the modules in Course Den. Only the two major assignments are listed in this course schedule. This will become even more essential if the class moves fully online.

\*\*Schedule is subject to change at the instructor's discretion. If the schedule changes, you will be notified via email and on Course Den.

\*\*\*Final grades will be posted by noon on May 17. No grades will be given out by phone or email.

## \* Course Policies and Resources

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### Late Work Policy

#### Homework and In-Class Work or Process Work

Any late homework for the class (journals, RA assignments, etc.) receives a developing designation, and you will not be given the chance to improve this evaluation.

Out-of-class work turned in seven days beyond the original due date receives a 0 or insufficient designation.

Documented illness does allow for late work on a case-by-case basis.

#### Essays (Milestone Assignments)

All three milestone assignments must receive a proficient evaluation designation to count as completed (see contract). Any essays with developing designations are incomplete.

Any essays submitted over seven days beyond the due date are considered missing assignments, and as such will automatically drop your grade to a D in the course, as outlined in the grading contract.

*NOTE: To avoid confusion and potential problems, I will not grade emailed papers—you must turn in an electronic copy to Course Den.*

### Attendance Policy

There is a strict attendance policy for this class as outlined in the grading contract. Any absences over 4, without adequate paperwork, will affect your grade.

Due to COVID-19, any student who is ill in any way or has symptoms of COVID-19 ([see CDC for information \(https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html\)](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) needs to stay home and complete the course work online. However, healthy students need to be in class. This is not a dual modality class, and as such, the information provided online is not an adequate substitute for attending class.

If you are absent due to exposure, illness or symptoms, you are still responsible for turning in assignments, available in Course Den, on time. Once your illness is verified and documented by a healthcare professional, you can contact me for case-by-case arrangements for late assignments.

For more information about COVID-10 policies, see [UWG's Return to Campus Plan FAQ page. \(https://www.westga.edu/coronavirus-info/return-to-campus/faq-students.php\)](https://www.westga.edu/coronavirus-info/return-to-campus/faq-students.php)

### Disruptive Behavior Policy

I expect you to come to class ready to learn.

My time and the time of my students is very valuable, and disruptive behavior will not be tolerated; specifically, students should enter the room with masks covering both their nose and mouth (see Covid-19 Institutional Policies for more information), phones should be turned off and, for the most part, out of sight. Texting, watching videos and playing games on your phone during class are all considered disruptive behavior as it distracts you, me and other students in the class.

Likewise, inappropriate, loud or rude comments or behavior are not appropriate for college classes. While discussion is encouraged and integral to the study of rhetoric, respect for the professor and for your peers is paramount to the college

experience.

Please note that I consider tardiness disruptive; please be early as class starts on time.

A personal pet peeve of mine is trying to talk or lecture over other students or conversations in the classroom. I will provide plenty of opportunities for socially-distant group work, in-class collaboration, and brainstorming when talking is appropriate and encouraged; however, talking when I am lecturing is not allowed.

*Consequences for Disruptive Behavior:* I will give the class a verbal warning if I notice disruptive behavior. If the behavior does not cease, I will address the disruptive student individually, in front of the class. As a final course of action, the disruptive student(s) will be asked to leave class and will receive an absence for the day.

If disruptive behavior persists or escalates, the following will be implemented:

[The Student Conduct Code, section 3.00 \(Appendix A in the Student Handbook\)](#) prohibits disruptive behavior on campus, defined as "interfering with normal university sponsored activities, including, but not limited to, studying, teaching, research, university administration, disciplinary or public service activities, or fire, police or emergency services." Reasonable examples of appropriate classroom behavior prohibit such actions as cell phone use, eating in class, talking while the instructor is talking, coming late or leaving early, sleeping, etc. Specific information on disruptive behavior in the classroom and how such behavior is addressed can be found by visiting the following: [http://www.westga.edu/vpsa/index\\_4721.php](http://www.westga.edu/vpsa/index_4721.php) (Office of Student Affairs and Enrollment Management)

## Email Policy: Course-Specific

By email, I mean emails that you send to [jsteed@westga.edu](mailto:jsteed@westga.edu) from your official UWG email account. I send any course updates via email, and it is your responsibility to check this email frequently (daily is a good idea).

### What I expect from you:

In the spirit of practicing and growing soft skills embedded within our course, we will write professional emails to each other. A professional email is an email that you would write to a colleague or a boss and is written in a different manner than an email to your best friend or peer.

For example, professional emails use complete sentences and proper capitalization and are free of slang. They have greetings and salutations, they are proofread for typos and they are formatted in chunky, easy to read paragraphs, instead of one long paragraph.

Therefore, I should never receive an email from you that says, "What did I miss in class today?" This is not helpful, nor is it informative.

### Here's a sample of an appropriate email:

Professor Steed,

My name is Good Student, and I am in your ENGL 1101-06 class at 9:30 on Monday.

I am trying to complete RA1, but I cannot find the link for the required reading. I looked in both the module for this week and in the Course Texts folder under Content, but I do not see it in either place. Please let me know where to find the link so that I can complete the assignment by its due date.

Thank you for your time,

Good

### What to expect from me:

Email is great: you have instant access to me because I do frequently check my email.

However, I do have limitations as to how much I will respond:

--First and foremost, look in the syllabus and on Course Den before you email me. If the answer is available in either of these places, you probably won't hear back from me. Try and solve the issue on your own and then email me if you still deem it

necessary.

--I put my phone away often: while I'm teaching, in meetings, sleeping or driving, and while I am enjoying time with my family. That means I won't always respond immediately, which means **your emergency is not my emergency**. Don't procrastinate and don't email me at all hours of the night day, as it is unprofessional.

## Academic Dishonesty Policy - Course Specific

Cheating is boring. I want to know what you think and what you discover as we work our way through this course. Independent thinking is where the next great ideas are born. Nothing innovative or new comes from copying what someone else has done.

Therefore, it is imperative you complete your own work. It is the only way to innovate, learn and be a successful reader, writer and critical thinker.

Excessive collaboration, cheating and plagiarism of any kind, including cutting and pasting answers from the internet, from other students or from online sources, are not tolerated in this class. This holds true for every assignment, from journal entries and homework to quizzes, milestone assignments and essays.

Academic dishonesty results in an immediate zero on the assignment and, if it is chronic, is not corrected or revised, or persists, may result in an F for the overall course and further disciplinary action.

## Institutional Policies

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### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu).

**University Writing Center:** The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu).

### Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

### Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students

pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

## UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

## HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional\\_information#](http://www.usg.edu/hb280/additional_information#) ([http://www.usg.edu/hb280/additional\\_information](http://www.usg.edu/hb280/additional_information))

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

## Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

## ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

## COVID-19

**Proctored Exams/Online Instruction:** Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

**Face Coverings:** Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

**Student FAQs:** For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

## Additional Items

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