Online Instructor: Susan Garza  
Email: susan.garza@tamucc.edu  
Office: Faculty Center (FC) 267 Phone: 361.533.2658  
Course Platform: Course is delivered totally within TAMUCC Blackboard  
Office Hours: Tuesday/Thursday 11-1, f2f, Sunday evening online via WebEx

Course Description: Emphasizes practical concepts related to writing and communication on the internet and the World Wide Web. Attention is given to finding and analyzing information, and analyzing and designing WWW sites and other digital, hypertext environments. For all majors. Satisfies university computer literacy requirement.

Student Learning Objectives: Upon completion, students will be able to
- create documents using effective and appropriate rhetorical strategies
- choose and use appropriate strategies in a variety of genres to achieve specific purposes with specific audiences
- locate and analyze information sources

Technical Requirements: The course is delivered entirely within the TAMUCC Blackboard system. It is up to each student to visit the TAMUCC IT Department’s Blackboard Technical Requirement’s webpage (https://iol.tamucc.edu/techreq.html) to determine the computer requirements for using Blackboard. (FYI, the browser that works best with Blackboard is Chrome.)
- Instructor response to online requests usually occurs within a 24-hour period, but you can expect a response within 3 days.
- Students should check Blackboard on a regular basis for announcements/updates.
- Instructor maintains a consistent web presence and is available to meet either online, video chat or phone.

Student Engagement
- Students will practice respect and responsibility as a part of this learning community. Here are some things you can do to exhibit an attitude of respect and responsibility:
  - Post assignments on time. Early is even better.
  - Work extra hard to get to know other classmates.
  - Reach out through Blackboard posts to support each other. If you have good info/tips on what is working for you/resource ideas, please share with the group so we can help each other out.
  - Respect other classmates by watching what you say.
  - Add your opinions to/participate in the discussions.
  - Check the assignments every week. Don’t wait until the last minute.
  - Be helpful to other students.
  - Don't get behind. If you get behind in an online course it is harder to get back on track than it is in a traditional course.
• Stay focused and stay connected. • Keep up with your assignments and your grades. It is not the teacher's responsibility to tell you what you have or haven't turned in. Your grades will be available in Blackboard so all you have to do is regularly check to make sure you have grades posted.

• Plagiarism should not be a part of your writing practices. You will be encouraged to rewrite any documents that you need help with. Most often the issue is not that a student is trying to steal another’s work, but rather a lack of experience in how best to incorporate the discussions of others in their own writing. Please do not hesitate to contact the instructor if you feel you need extra assistance in this area.

• In general terms, students are expected to "demonstrate a high level of maturity, self-direction and ability to manage their own affairs" and to "act in accordance with the highest standards of academic honesty" (Texas A&M University-- Corpus Christi General Academic Policies and Regulations). Instances of plagiarism will be handled in accordance with Texas A&M University--Corpus Christi General Academic Policies and Regulations as listed in current catalog.

• Late work is generally not accepted. I expect you to handle issues that come up as a professional would. If you post a little past midnight on due dates, as long as the work is there by the time I review the work it’s not an issue. You should handle the situation as much as you can, and not feel like you need to email me about every little detail. When things happen beyond your control, communicate with me as a professional so that the burden of taking care of the situation rests on you. Activity assignments will not be accepted late. If you do not get the work turned in when it is due you will not receive credit for that work. As long as you turn your work in on time, you will be given opportunities to rewrite any work that needs extra attention, so turning your work in on time works very much to your advantage.

• For major projects, work will not be accepted for projects that the student has not turned in drafts over the course of the semester. In other words, if you turn in a major project at the end of the semester on the day it is due and have never submitted drafts of the work prior to that time, the work will not be accepted.

Discussion Forum
• Review the discussion threads thoroughly before entering the discussion
• Try to maintain threads by using the “Reply” button rather than starting a new topic
• Do not make insulting or inflammatory statements to other members of the discussion group
• Be patient and read the comments of other members thoroughly before adding your remarks • Be positive and constructive in group discussions
• Respond in a thoughtful and timely manner

Required Weekly Postings: The Updates Forum is the area where you can post questions, help other students by answering questions, or post information related to the course that you have found helpful. You are required to post at least once per week. On occasion, I will post questions in the Updates Forum, and you are required to respond to these questions. Your weekly post can be in response to something I post or something posted by another student, or you can create your own thread and post on a new topic. Even if you just post and say "I'm still here and working hard," or some general statement that will be enough. The idea is we want to hear from everyone at least once a week. You are responsible for reading everything that is posted in the Updates Forum. If you post a question that has been answered, you might lose points for that week’s posting. Not paying attention to what’s posted in the Updates Forum would be like
coming to a f2f class and ignoring what is said during class, by both the teacher and other students. And I know none of you want to be disrespectful in that manner. All of the info is there to help you, so it’s really to your advantage to keep up with the info posted in the Updates Forum.

Graded Activities
50% Web Analysis Project - The subject of the project will be a web site that you choose to analyze. The web site must be one that is used for a real purpose by a real audience. The project includes analyzing the website, developing recommendations to improve the site, writing a recommendation report in traditional doc format, and creating a digital/web text version of your recommendation report.
50% Reading, Activity Assignments, Weekly Updates, etc. – You will do weekly readings and activities that support the work you will do to complete the Web Analysis Project. You are also required to post in the Updates Forum at least once a week (Weekly Updates).

Required Statements

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 8, 2019 is the last day to drop a class with an automatic grade of “W” this term.
Grade Appeals
As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Academic Integrity/Plagiarism
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a grade of zero. In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:
- Using the work of another as your own,
- Downloading or purchasing ready-made essays off the web and using them as your own,
- Using resource materials without correct documentation,
- Using the organization or language of a source without using quote marks and proper citation.
- Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and APA documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/, and from our local Writing Center at
CASA.

Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi, this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

Schedule

Week 1 Reading, Activity Assignments, Weekly Update
Week 2 Reading, Activity Assignments, Weekly Update
Week 3 Reading, Activity Assignments, Weekly Update
Week 4 Reading, Activity Assignments, Weekly Update
Week 5 Reading, Activity Assignments, Weekly Update
Week 6 Reading, Activity Assignments, Weekly Update
Week 7 Reading, Activity Assignments, Weekly Update
Week 8 Reading, Activity Assignments, Weekly Update
Week 9 Web Analysis Project – choose site
Week 10 Web Analysis Project – analyze site
Week 11 Web Analysis Project – write recommendation report
Week 12 Web Analysis Project – review recommendation report
Week 13 Web Analysis Project – create digital report
Week 14 Web Analysis Project – review digital report
Final