

# Course Syllabus

 Edit


Department of Literature, Journalism, Writing, and Languages

## Spring 2025

*0-1 units*

### Welcome to ENG 1000L!

ENG 1000L Writing Lab is a self-paced course, which means that there are no formal class meetings. You'll complete the course assignments and schedule your writing consultations around your own schedule.

As you move through the semester, you are always welcome to reach out if you have questions or if you'd like to talk about the course. Feel free to send me an email, drop by my office hours, contact the course TA, or visit the Loma Writing Center.

<b>Professor</b>	Rev. Dr. Holland Prior (she/her)
<b>E-mail</b>	<a href="mailto:hprior@pointloma.edu">hprior@pointloma.edu</a> ( <a href="mailto:hprior@pointloma.edu">mailto:hprior@pointloma.edu</a> )
<b>Office Hours</b>	Drop-in MF 1:00-2:00pm & T 2:00-3:00pm or contact me to arrange another time--I'm here to help!
<b>Office Location</b>	Bond Academic Center 107



<b>Course Teaching Assistants (TAs)</b>	Ella Hachee (she/her), <a href="mailto:ehachee0024@pointloma.edu">ehachee0024@pointloma.edu</a> <a href="mailto:ehachee0024@pointloma.edu">(mailto:ehachee0024@pointloma.edu)</a> Anna Wang (she/her), <a href="mailto:ywang0021@pointloma.edu">ywang0021@pointloma.edu</a> <a href="mailto:ywang0021@pointloma.edu">(mailto:ywang0021@pointloma.edu)</a>
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## PLNU Mission

*To Teach ~ To Shape ~ To Send*

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

## Course Description

From the PLNU 2024-2025 Catalog:

*"This course is a self-paced Writing Center tutorial for students seeking additional writing support. Students are given individual attention and instruction in idea development, essay structure, revision techniques, and mechanics. Some students may be required to take this course for one (1) unit; all other students may choose between zero (0) or one (1) unit. May be repeated up to a total of three (3) units."*

ENG 1000L Writing Lab is a self-paced Writing Center tutorial for students seeking additional writing support. The course is designed to help you grow as a writer and find success with the writing you have been assigned across all of your courses in a given term.

## Course Learning Outcomes

By the end of ENG 1000L, you should be able to:

1. Apply the conventions of the English language and creative skills in various forms of academic writing genres.
2. Demonstrate knowledge of the stages of the writing process in academic writing: planning, drafting, organizing, composing, revising, and editing.
3. Evaluate and examine your own writing process.

## ENG 1000L Requirements and Assessment

ENG 1000L Writing Lab is a credit/no credit course, which means that there will be no letter grade assigned at the end of the term. By completing the requirements above, your transcript will reflect



you have received credit (or not) for the course.

To receive credit for the course, you must earn at least 20 total points.

Task	Deadline	Points
Complete the <a href="https://canvas.pointloma.edu/courses/77392/modules/354959">Making a Writing Plan</a> ( <a href="https://canvas.pointloma.edu/courses/77392/modules/354959">https://canvas.pointloma.edu/courses/77392/modules/354959</a> ) module	February 7, 2025	2 points
Complete six (6) <a href="https://canvas.pointloma.edu/courses/77392/modules/354960">Writing Consultation Sessions</a> ( <a href="https://canvas.pointloma.edu/courses/77392/modules/354960">https://canvas.pointloma.edu/courses/77392/modules/354960</a> )	Complete all 6 before May 2, 2025 (plan accordingly!)	12 points (2 points per session)
Complete at least two (2) additional <a href="https://canvas.pointloma.edu/courses/77392/modules">course modules</a> ( <a href="https://canvas.pointloma.edu/courses/77392/modules">https://canvas.pointloma.edu/courses/77392/modules</a> ) of your choosing for a minimum of 4 points.	May 2, 2025	4 points
Complete the <a href="https://canvas.pointloma.edu/courses/77392/modules/354966">Final Writing Reflection</a> ( <a href="https://canvas.pointloma.edu/courses/77392/modules/354966">https://canvas.pointloma.edu/courses/77392/modules/354966</a> ) module	May 2, 2025	2 points

**Students who do not earn a minimum of 20 points or who do not complete a minimum of six (6) writing consultation sessions will not receive credit for ENG 1000L.** If you have any questions about the credit/no credit system, please contact the instructor.

## Attendance and Participation

While there are no course meetings for ENG 1000L, students must complete a minimum of six (6) sessions with a writing consultant in the Loma Writing Center. Students should schedule their sessions through the [Loma Writing Center appointment calendar](https://plnu.mywconline.com/) (<https://plnu.mywconline.com/>). (Note: You'll need to register for an account the first time you use the appointment calendar.) You're welcome and encouraged to book additional sessions with a writing consultant, but you must complete at least 6 sessions.

**Students who do not complete six (6) sessions with a writing consultant will not receive credit for ENG 1000L.**

## Required Texts and Materials

- You'll need access to the Internet, a PLNU e-mail account, and Canvas.
- You'll be able to complete your writing consultation sessions in the Loma Writing Center, but if you'd prefer to conduct those sessions online then you'll also need a device with a webcam and microphone suitable for virtual conferencing.

## Course Credit Hour Information




In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 0- or 1-unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend up to an estimated 37.5 total hours meeting the course learning outcomes.

## Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Class Schedules](#) (<https://www.pointloma.edu/offices/records/traditional-undergraduate-records>) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

## Language & Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](#)  ([https://cm.maxient.com/reportingform.php?PointLoma&layout\\_id=5](https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5)).

## Spiritual Care

PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#) (<https://www.pointloma.edu/offices/student-life-formation>).

## State Authorization



State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) (<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>) to view which states allow online (distance education) outside of California.

## PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) (<mailto:EAC@pointloma.edu>) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

## PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.


## PLNU Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.



## PLNU Academic Honesty Policy

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)  (<https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/>) for definitions of kinds of academic dishonesty and for further policy information.

## Sexual Misconduct and Discrimination

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX) (<http://pointloma.edu/Title-IX>). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) (<mailto:counselingservices@pointloma.edu>) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix) (<http://pointloma.edu/title-ix>).


## Resources

In addition to the Loma Writing Center, there are a lot of resources available to you as a student in this course and at PLNU. I will highlight a few here that I believe are particularly useful: the Ryan Library and the Wellness Counseling Center.

### *The Ryan Library*

The Ryan Library is staffed by knowledgeable and helpful professionals and should be one of your first research resources throughout your time at PLNU. The easiest way to get help is to connect with a reference librarian in the "Ask a Librarian" chat window on the Ryan Library homepage at <https://libguides.pointloma.edu/ryanlibrary> (<https://libguides.pointloma.edu/ryanlibrary>). You can also stop by the "Research Help" desk inside the Ryan Library.

### *The Wellness Counseling Center*

The Wellness Counseling Center helps students maintain and develop emotional well-being to achieve their educational and personal goals and promotes a healthy and inclusive community through relationship building, education, crisis intervention, and support. They provide short-term therapy to 

undergraduate students registered for classes on the main campus, and they can recommend and refer to other resources for more long-term care and support. If you could benefit from their assistance, contact them anytime:

- Website: <https://www.pointloma.edu/offices/wellness-counseling-center>  
(<https://www.pointloma.edu/offices/wellness-counseling-center>)
- Email: [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) (<mailto:counselingservices@pointloma.edu>)
- Phone: (619) 849-3020

*If you need emergency assistance, please call 911 or the Access and Crisis Line at (888) 724-7240.*

