English 400 will teach you a rhetorical approach to document design and introduce you to the skills for demonstrating an understanding of the underlying design and structure of any document in any medium. You will be equipped with tools and strategies for creating visually effective documents in a variety of genres.

Through a variety of activities, students of English 400 will achieve the four course outcomes by the end of the semester:

1. define document design principles and processes
2. analyze and describe the visual design of documents
3. recognize important document design concepts in particular rhetorical contexts
4. make effective document design choices for particular genres

As a class, we will meet the course outcomes by discussing the principles of document design in a sophisticated manner, analyzing relationships among page elements, describing effective page design, articulating the effectiveness of print and electronic pages, and learning to reach consensus on design-related problems in different rhetorical situations.

Primary Sources and Materials
All Course and Reading Materials available through WebCampus

Workload
Each module will include a variety of in-class collaborative, online, and out-of-class activities, a process for understanding the material, and the submission of formal documents for evaluation. You will receive detailed explanations of the requirements, formats, and strategies for completing each module. Specifically, each of you will be responsible for the following work:

- Concept Mini-Project Posts = 15% (5 x 3 pts. each)
- Concept Software/App Sharing Posts = 15% (5 x 3 pts. each)
- Revision Projects = 45% (Draft 3 x 1 pt. each; Peer Review 3 x 2 pts. each; Reflection 3 x 1 pt. each; Final Draft 3 x 11 pts. each)
- Final Project = 20% (Draft 1 pts.; Peer Review 2 pts.; Reflection 1 pt.; Final Presentation 16 points)
- Final Reflection = 5%

Grading
All submissions will be graded on a points basis (which coincide with the percentages stated in the Workload section). Grades will be determined on a percentage basis using standard letter grades with plusses and minuses. These grades translate into the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-93%</td>
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<tr>
<td>A-</td>
<td>92-90%</td>
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<tr>
<td>B+</td>
<td>89-87%</td>
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<tr>
<td>B</td>
<td>86-83%</td>
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<td>B-</td>
<td>82-80%</td>
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<td>C+</td>
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<td>D</td>
<td>69-60%</td>
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<td>F</td>
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E-mail Policy
I will respond to every appropriate email I receive. I only respond to course e-mail sent via WebCampus Mail. I will not respond to course e-mail sent to my personal UNLV account. I will answer all course e-mails submitted to me Monday through Friday. I will answer any e-mails sent over the weekend on the following Monday. You are responsible for checking the course e-mail on WebCampus regularly. Please see the website’s Participation page for more information.

Attendance & Punctuality
University policy requires that you attend every class. If you do miss a class, for whatever reason, you are responsible for making up missed work. You are expected to notify your instructor by phone or through WebCampus mail prior to an absence. In the case of unexpected emergencies, notify your instructor as soon as possible afterwards. You can be administratively dropped from the class after 4 absences without instructor notification.

While there is no “attendance” grade in this course, credit is earned for work performed in class or as part of an online discussion group. I expect you to be on time and ready to work when class begins. You will only receive credit if you are in class, participate in the discussion, and complete the assigned work before you leave the classroom. In online sections, you must participate on the appropriate online discussion by an assigned date. If you are not in class or do not participate on the discussion board by the assigned day, you will not receive credit.

Other important links and information
- Information for students with disabilities: http://studentlife.unlv.edu/disability/
- Link to UNLV’s religious policy: http://catalog.unlv.acalog.com/content.php?catoid=1&navoid=44
- Link to UNLV’s policy on academic misconduct: http://studentconduct.unlv.edu/misconduct/policy.html
- Link to UNLV’s Copyright Policy: http://www.unlv.edu/committees/copyright
- Link to Writing Center: http://writingcenter.unlv.edu/
- Tutoring availability at the Academic Success Center: http://academicsuccess.unlv.edu/tutoring

Plagiarism
Please see UNLV’s student code of conduct on plagiarism and academic dishonesty. Plagiarism involves passing another person’s writing off as your own. Please familiarize yourself with your rights and obligations: http://studentconduct.unlv.edu/misconduct/policy.html