



Syllabus

Course Number/Title: EN 077 Fundamentals of Writing I **Year:** 2012
Department: English **Credit Hours:** 3
Required Text: *English Skills* (10th edition)
Prerequisite: None

Rationale:

Writing is a skill that is necessary in academic study and in the workplace. Fundamentals of Writing I is a developmental course offered to improve your writing skills, better preparing you for college assignments and occupational duties.

Course Description:

In this developmental course, students learn how to write effective paragraphs and how to revise and edit their writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements.

Course Outline:

8/22 – Introduction and pre-test 1 (not graded)
8/27 – Pretest 2 (not graded) and begin course content

Because the purpose of this course is to improve **your** writing skills, we will move at a pace that is comfortable for the class, covering essential areas in your writing. We will begin the semester working on sentence structure, followed by paragraph and essay writing. Due dates for the following major assignments are tentative and may change as we progress through the semester:

September 24: "Best or Worst" paragraph
October 8: Descriptive paragraph
October 22: Comparison or Contrast paragraph
November 5: Process paragraph
December 3: Comparison or Contrast essay
12/5-12/10: Skills testing

FINAL EXAM (Post-test paragraph) 1:00-3:00 p.m. Friday, December 14, 2011

Course Learning Objectives Assessed:

- Student demonstrates organizational skills in writing.
- Student can write sentences that adhere to conventions of standard written English.

Course Competencies:

- 1) Student can demonstrate unity, support, coherence, and sentence skills in paragraph and essay writing.
- 2) Student can demonstrate organizational skill in writing.
- 3) Student can demonstrate correct use of punctuation, including end punctuation, commas, and semicolons, through paragraph and essay writing as well as workbook and group exercises.
- 4) Student can demonstrate proper sentence grammar in writing assignments.
- 5) Student can demonstrate varied sentence structure in paragraph and essay writing.
- 6) Student can comprehend the written communication of others and state logical opinions about it in group work and written assignments.
- 7) Student can follow directions given for assignments and tests.
- 8) Student can identify information needed to solve a problem and select a feasible solution in workbook and group exercises and tests.
- 9) Student can locate and use expert sources and peer support (without plagiarizing) in group work and written assignments.

Methods of Instruction:

Brief lectures, class discussion, group and individual projects and activities, student reading and writing, conferences

Methods of Evaluation:

Students' written work will be evaluated according to their ability to apply the information given by the instructor and the text.

Grading Scale:	90-100	=	A
	80 - 89	=	B
	70 - 79	=	C
	60 - 69	=	D
	59 & Under	=	F

Typed paragraph and essay assignments = 40% of your total grade. Each typed paragraph is worth 60 points and the essay is worth 100 points.

Individual work (in class and homework), group work, review tests, and attendance and participation = 40% of your total grade.

In class post-test paragraph=10% of your total grade.

Final skills exam = 10% of your total grade

Course Requirements:

- 1) regularly attending and preparing for class
- 2) participating in class
- 3) writing paragraphs and essays and turning them in when due
- 4) completing individual and group assignments
- 5) taking the final exam
- 6) compiling a comprehensive folder of writing assignments

Assignment Policy:

- 1) All paperwork associated with your paragraph and essay writings must be kept in a **designated folder with pockets** (You need a separate folder to keep notes, assignment sheets, examples, etc.). The folder with pockets should contain NQA coupons, outlines and other assigned prewriting, rough drafts, CLC tutoring sheets, and final drafts. **Do not remove papers from this folder unless your instructor requests it. This folder must be turned in with each paragraph and essay assigned.**
- 2) All typed assignments (paragraphs and essay) are expected to be turned in on time—the **beginning of class on the due date** unless otherwise specified. You may submit essays via email, but your folder, containing all other paperwork associated with grading your paper (such as prewriting, rough drafts, tutoring sheet, etc.) must be turned in promptly. Emailed paragraphs or essay received after the class period will be considered late. Technical issues will be your responsibility to resolve. (*Invest in a jump drive and back up everything. Also, keep paper copies. Don't run the risk of losing a major paper!)
 - a) If you are unable to turn in a typed assignment by the deadline, you will use one NQA (no questions asked) coupon for each class day the assignment is late. You are allowed one week's worth of late final drafts of major writing assignments for the semester. **No late typed paragraph or essay will be accepted once your coupons are gone (see 2b).** Save your coupons for emergencies! Don't lose them! If, at semester's end, you have not used **any** coupons, you will receive 20 extra credit points for turning them back in to the instructor *Note: NQA coupons **expire** at 5:00 p.m. on the last day of classes for the semester (December 11).
 - b) Beyond a week's worth of NQA coupons, late typed paragraphs & essay will only be accepted in **extreme** cases, such as severe illness or emergency. In these instances, your instructor must be contacted before she has graded and returned papers to your class. Without this contact, no arrangements will be made. Satisfactory verification of the emergency will be required for your instructor to grade a major writing assignment under these circumstances.
- 3) Non-typed homework assignments are expected to be turned in on the date due. In special circumstances, late homework will be accepted for full or partial credit.
- 4) The purpose of this class is to better your skills in writing, not in copying. All assignments should be your own work. **There is no excuse for turning in someone else's work as your own; this is plagiarism, and it will result in severe consequences.**

Test Policy:

Tests will be given during scheduled times unless:

- 1) prior arrangements are made with the instructor because of a legitimate conflict **or**
- 2) a true emergency has arisen that the instructor can easily verify.

Attendance Policy:

Regular attendance is expected. Many activities will be performed in groups during class (These cannot be made up). Each unexcused absence will reduce your final grade by 1 point (out of approximately 1000), as well as resulting in a zero grade for any activity missed that day. **If you are absent from class, it is your responsibility to find out what you missed and be prepared for the next class session.**

Excessive absence (more than 1/3 of the classes) at the mid-term point of the semester may result in the instructor dropping you from the course.

Use of electronic devices (cell phones, games, music, etc.) is prohibited in this classroom unless specifically cleared with your instructor. Anyone who chooses to ignore this policy and, in the process, distracts others may have equipment confiscated or may be removed from this class.

Academic Integrity Policy:

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it. The following procedure will be used for students who violate the policy:

- First Offense—Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense—The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense—The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Assessment Policy:

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document.

Accommodations for Students With Disabilities

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union.

Equipment:

Chalk/marker board, ELMO/overhead projector, laptop computer, TV and VCR/DVD.

Bibliography:

Langan, John. *English Skills*. 10th ed. New York: McGraw-Hill, 2011.

Recommended Resources:

Sample writings in the *English Skills* text, *Colby Community College Collection* essays, and reading materials of interest to the student.