



Syllabus

Course Number/Title: EN078
Fundamentals of Writing II

Year: Fall 2012

Department: English

Credit Hours: Three

Required Text: College Writing Skills, 8th ed.

Course Placement: Developmental

Pre-requisite: EN 077 or COMPASS placement

Texts

Langan, John. *College Writing Skills*. 8th ed. Boston: McGraw-Hill, 2011.

Rationale

Fundamentals of Writing II is a developmental course taken in preparation for essay writing in required college composition courses.

Assessment

The CCC assessment plan meets the general education requirements by continually assessing its effectiveness through student outcomes. 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. Through your cooperation we are working to improve teaching and learning at Colby Community College.

Course Description

This course is for students who have tested into or have passed Fundamentals of Writing I with a "C" or better. The student will further develop his or her skills in all areas of the writing process. This course does not fulfill the English core requirement and does not meet transfer or graduation requirements.

CCC Student Learning Outcomes Addressed in This Course

1. Demonstrate effective sentence and mechanical skills
2. Illustrates understanding of appropriate organizational patterns for the standard 5 paragraph essay
3. Demonstrates understanding of grammatical concepts and 8 parts of speech

Course Learning Objectives

Students will learn and improve essay-writing skills—including unity, support, coherence, and sentence skills—necessary for success in college composition courses.

Course Competencies

General Writing Skills

1. Demonstrate competency in writing unified, organized, well-developed essays.
2. Make global revisions in your own writing.
3. Gain understanding of various types of sentence structure.
4. Utilize mechanical skills to correct grammar, spelling, and punctuation errors in your own writing.

Method of Instruction

Class time will generally involve lecture, writing workshops, class discussions, and peer response sessions.

Method of Evaluation

Final grades are determined according to the following scale:

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

Course Requirements

400 points 4 Typed essays

500 points Tests

100 points Attendance, homework, and participation (includes workshops)

1000 Points

Mandatory Placement

You must follow the sequence of developmental courses and pass with at least a “C” to move to the next level (English Composition I).

You may retake COMPASS at a cost of \$5.00 per section for any of the following reasons:

1. You feel placement results do not accurately reflect your abilities.
2. You feel you have improved your skills through refresher work or previous developmental course work.
3. You feel the final course grade received does not reflect your abilities and/or you desire to advance in the course sequence.

Assignment Policy

As a general rule, I will not accept late assignments. Because much of this class will be dependant upon writing workshops and peer response sessions, it is critical that you come to class with your assignments complete and ready for the next step of the writing process. Failure to do so will result in negative participation grades for that day. Keep in mind that if you are unprepared, you potentially prevent other students from completing their assignments as well.

To earn full credit on writing workshops and peer response sessions, you must come to class with a typed (and preferably double-spaced) rough draft of your writing assignment. If you will be gone on these days, you need to make arrangements with me beforehand for making up the credit.

The four major writing assignments are due in my office before 5 p.m. on their assigned dates. The final copies will follow MLA format, which will be discussed in further detail as the semester progresses. In a folder, turn in the final draft of the essay written in MLA format, any and all rough drafts, any and all peer response sheets, and a CLC tutoring form.*

Late writing assignments will be accepted at the cost of 10% a day up until a week late. After that, you will receive a zero on that particular assignment. **I WILL NOT ACCEPT MAJOR WRITING ASSIGNMENTS THAT ARE OVER A WEEK LATE.**

*I will give students the opportunity to earn extra credit by receiving tutoring in the Comprehensive Learning Center. With your essay folder, turn in a tutoring form that is filled out by the peer tutor or faculty assistant to show that you have received tutoring on the essay. Such cases will be handled on an individual basis.

Test Policy

You will complete your writing assessments, sentence skills tests, and other tests at the scheduled times unless you have prior approval. **DO NOT BE LATE ON TEST DAYS; ARRIVING LATE TO CLASS ON TEST DAYS WILL RESULT IN A “ZERO” ON THAT PARTICULAR EXAM.**

Attendance and Participation Policies

Faithful attendance is necessary for success in this course. Many class days will include a brief writing assignment that cannot be made up, even if you have an excused absence. If you have to be absent, be responsible! **You must let me know PRIOR to the class period that you will be absent or you will not be allowed to make up assignments or hand assignments in late!**

I will take attendance in each class and expect participation.

Peer Response Sessions are particularly important. It is critical that you come to class with your drafts complete and ready for the next step of the writing process. Failure to do so will result in negative participation grades for that day. Keep in mind that if you are unprepared, you potentially prevent other students from completing their assignments as well. To receive full credit for these workshops, you must come on time and be prepared with a complete, legible rough draft as well as participate in the group to which you are assigned. ***You must be present and bring your rough draft to receive workshop credit.***

CCC considers an excused absence one of the following: illness, school-sanctioned activities, and/or death of an immediate family member. All other excuses are just that. Just because you let me know prior to the class that you will be absent does not necessarily warrant an excuse. Also, excessive absences may result in request for a doctor's note or other documentation. **I WILL DROP ANY STUDENT MISSING MORE THAN 1/3 CLASS MEETINGS AT THE END OF 8 WEEKS. NO EXCEPTIONS.**

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.

Classroom Civility

You are expected to behave in a professional manner. Use appropriate and respectful language during all class discussions. Do not make offensive, intimidating, or malicious comments or engage in disruptive behavior. Your class participation grade will suffer (and you may be asked to leave the classroom) if you do any of the following things:

- Answer a phone or use text messaging (or similar cell phone features).
- Write personal notes or letters
- Work on assignments for another class or another area
- Use insulting or verbally intimidating language/behavior
- Intentionally sleep

Cell Phone Policy

It is your choice to be in this class. When you come to class, the instructor and fellow students demand your attention and respect. Cell phone usage, including text messaging, iPod usage, or usage of any other electronic device is not allowed in class. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day. Please turn off all cell phones prior to entering the classroom.

Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given in the classroom during class. No other notice is required. It is your 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 your responsibility to notify the college of your disability if you wish to arrange any accommodations. (If you have a documented learning disability or a physical disability and need special accommodations, you should contact Student Support Services, which is located in the Student Union.)

Equipment

Students will use computers or word processors to prepare major papers. Students are required to submit their essays in pocketed folders. Students are required to come to class with a book, notebook, and writing utensils. The instructor uses instructional aids, including computers, projectors, white board, and dictionaries.

Bibliography

Langan, John. *College Writing Skills*. 8th ed. Boston: McGraw-Hill, 2011.