

English 0990 Beginning Writing (3 credit hours)

Section: -03, 12

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Office Hours: 10-11 - (MWF)



Office hours may change due to other college obligations, such as meetings. Other times may be scheduled with the instructor before or after office hours as needed. The best way to contact an instructor is usually by email.

Course Description:

This course was designed for students whose English Placement score is 18 or lower. This course teaches the basics of paragraph and essay organization and development, as well as critical thinking, while preparing students to enter ENGL 1010. Assignments and activities and tests relate to writing and critical reading skills. Successful students will be able to write structured, developed, and coherent paragraphs and essays which are relatively free of mechanical errors. They will also edit and proofread their work, as well as analyze the work of others in small and large groups. English 0990 does not count toward overall credits earned for graduation, nor does it fill general education requirements; however, this course does count for financial aid and activity eligibility purposes, and the final grade contributes to the student's cumulative GPA. **Students in this class must earn a ~~C~~ or better in order to enroll in English 1010.**

C (75%)

Students with English Placement scores of 15 or lower must also enroll in the one credit mastery grammar/punctuation lab, English 0991, the same semester as English 0990 is taken.

Texts and Supplies: (all sections)

Steps in Composition, Eighth Edition, by Troyka and Nudelman (Required) ★ needed a.s.a.p.

Oxford Desk Dictionary and Thesaurus (Required)

English 0990 Success Manual (Required) ★ needed a.s.a.p.

Blue or black ink pens, pencils, and paper

~~Optional Texts or Resources:~~

~~Rules of Thumb: A Guide for Writers, 4th Edition, by Silverman~~

~~Strunk and White: The Elements of Style.~~

Course Objectives:

After successfully completing English 0990, students will be able to do the following:

- Write well-constructed paragraphs that demonstrate college-level thinking, focus (with a topic idea that is either stated or clearly implied), unity, coherence, and development;
- Demonstrate mastery of basic structural and mechanical elements of writing as indicated on the Grading Standards sheet;
- Critically evaluate each other's writings as well as other readings.
- Write essays, such as those expected in English 1010, with a minimum of five paragraphs that demonstrate college-level writing ability;
- Know how to use a dictionary and thesaurus

Additional Objectives:

Students should also be able to do the following when reading:

- Locate key ideas (topic sentences, thesis statements, etc.)
- Accurately paraphrase key ideas in their own words
- Recognize implied ideas as well as directly stated ideas
- Distinguish between evidence and inference
- Grasp the symbolic nature of language
- Recognize underlying assumptions
- Evaluate the clarity of written material
- Identify signal words
- Understand vocabulary in context
- Recognize key supporting details

College success skills that students will have learned and practiced will be to:

- Understand a syllabus and schedule
- Keep track of multi-task assignments
- Manage time to be able to complete assignments by due dates (short-range as well as long-term projects)
- Attend class prepared with required materials
- Participate appropriately in class
- Actively participate in collaborative learning environments (such as pairs and small groups)
- Read and accurately record notes from the board and verbal instructions from the instructor
- Appropriately interact with instructors and fellow classmates
- Become familiar with the college library's facilities and resources

Course Requirements:

The semester is divided into three major parts: Paragraphs, Portfolio, and Essays. The calendar and assignment sheets indicate the dates of each section. **Although English 0990 is a standardized course, individual instructors may vary how the course objectives are met; however, the first six requirements below are the absolute minimum requirements for all sections of English 0990.**

1. **Six Typed, Out-of-Class Paragraphs** of approximately 150 words each will be required. Each paragraph should be numbered and dated, and each is worth a maximum of 50 points if turned in on time. **Paragraphs with excessive errors or which are not typed will not be graded and will be turned back to the student to rewrite and submit again before the next class period.** The student's original must be turned in with the re-written paragraph. Topics for paragraphs are assigned based on our readings and exercises in the textbook. Outlines and rough drafts **must** accompany each typed paragraph. These paragraphs are considered practice for the test paragraphs. Each of the following is worth a maximum of ten points on the practice paragraphs: 1) Unity, 2) Development, 3) Coherency, 4) Grammar, and 5) Neatness. Label each paragraph as P#_____.
2. **Three Test Paragraphs**, timed and supervised, will be worth a maximum of 100 points each. Some will be taken in class; others are in the testing center. In order to be considered for a grade, a test paragraph must: 1) be unified, developed, and coherent; 2) have a minimum of 150 words; 3) contain at least one compound sentence and one complex sentence; 4) reflect college-level think

and 5) have a topic idea that is either directly stated in a topic sentence or is clearly implied. If a paragraph meets these standards, it is then graded, but cannot receive a grade higher than the technical error grade as identified on the Grading Standards sheet at the end of the syllabus. You must pass three Test Paragraphs to advance into English 1010. Many instructors will offer a limited number of out-of-class make-ups, using other topics, in the Testing Center on specified dates for students who need to re-take a failed Test Paragraph. *7 errors = No Grade/Fa*

3. **Three 500-word, Five-paragraph Practice Essays** will be written during the second half of the semester. All three essays must be turned in to pass this class. The first two will be typed; the last one will be done in class on finals day. Each of the first two essays is worth a maximum of 100 points. The points will be awarded in 50 point increments. The first draft of the essay is worth 50 points, and the revision is worth 50 points. The finals essay is worth 50 points.

All of the essays must avoid the mechanical errors emphasized during the paragraph portion of the course. As well, each essay as a whole must be unified, developed, and coherent, with a clear sense of thesis, audience, and organization. Since successful completion of these essays is often one of the best indicators of a student's ability to succeed in English 1010, all essays (with outlines and drafts) must be submitted to pass this class. **Full points will only be given if rough drafts are completed and turned in with the essay.**

4. **Readings** will be done in and out of class. Normally, readings are assigned as part of the weekly homework assignments in both texts. Often, students will be tested on the content and vocabulary from the readings. Most instructors give a cumulative vocabulary quiz at the end of the term.
5. **Assignments, Classwork, and Quizzes** will be randomly checked and given points. Homework assignments are worth a maximum of 25 points each. Complete the assignments on the homework templates in the course manual. The instructor will check homework consistently. Quizzes will occur randomly throughout the semester. Most quizzes are based on homework and what has been discussed in class. Quizzes may be announced or unannounced, and often, work is assigned in class to be completed in class; therefore, attendance is a must.
6. **A Portfolio**, worth a total of 300 points, of your best writings to date in English 0990 is to be turned in toward the middle of the semester. Your portfolio is due on Nov. 3, 2006 before 5 p.m. and will not be accepted late. More details will be given in class.

The following assignments may be assigned by some instructors.

7. Journals
8. Bonus Projects (with writing)

Additional requirements not specifically stated here may also be assigned.

Grading:

Sample Points: (Approximate)

6 Practice Paragraphs	300 points
14 Homework	350 375 points
Quizzes	460 255 points
Participation	550 points
1 Portfolio*	300 points
3 Test Paragraphs*	300 points
2 Practice Essays* <i>with a revision</i>	200 250 points
1 Final (an in-class essay)*	50 points

Total Points: 2,035 ~~1,800~~ points

Grade Ranges for Semester

A	100 - 90%
B	89 - 80%
C	79 - 70% 75%
D	74 69 - 60%
F	59 - 50%

Must take course again!

Final Course Grade Requirements*

Students who want to be eligible for English 1010 must: 1) pass three test paragraphs, 2) successfully complete all three practice essays, 3) submit an acceptable portfolio, and 4) accumulate enough points to pass the course with a ~~C~~ or better. Those who do not meet these minimum requirements must register for English 0990 again. *C (75%)*

Class Policies:

Textbook Work: Usually, do not write directly in Steps in Composition; the course manual's homework templates are what your instructor usually wants to grade. Your instructor may add or delete assignment to the templates. If asked to do work on other paper, clearly label the work so you get credit. homework is not accepted, but you are still expected to complete it to be ready for the tests. No credit will be given for partial homework. It must be completed fully in order to receive credit. The instructor may not check every item in your homework, yet you are expected to complete it. Your homework is practice for your exams. **Always bring your textbooks to class.** (Sharing a textbook with a classmate is not allowed. You must purchase your own books.)

Attendance and Tardiness: Every absence will directly affect your grade. We will complete work in class, deal with assignments in stages, and discuss relevant material each time we meet. If you are not in class, you will miss something vitally important to the course. **Even if you cannot attend class, your work is still due at the start of class on the scheduled days.** Most assignments are identified on the schedule so you can work ahead if you anticipate an absence. However, check with the instructor or another student to confirm the assignments because the schedule may change. **It is your responsibility to notify the instructor ahead of time when you will be absent, especially for a college function or activity. Your work is still due before you leave. Late work is not accepted regardless of the excuse.**

Late work/Early work: All out-of-class work is due at the start of class on the date marked on the calendar. Some, but not all, English 0990 instructors give extra credit points for work that is turned in before that due date up to the midterm of the semester. **In-class work may not be made up.** There will be unannounced quizzes and writing exercises; only the students attending class that day will be eligible for those points. **No assignments will be accepted late for a grade.** The instructor may comment on a late assignment and return it to you, but it will not receive a grade.

Notebook: Keep all your (new and old) work for this class in one notebook. **Never throw anything away even rough drafts.** Always bring your notebook (with lots of extra paper), your dictionary, your textbooks, and a pen and pencil to class. You are expected to take notes and write in class every day. You are also expected to keep track of your own grade; the assignments sheet has space to record points.

Typed papers: Most out-of-class work must be typed. All in-class assignments must be written legibly in blue or black ink on lined 8 ½ X 11” paper with clean edges. Work on scraggly-edged or odd-sized paper will not be accepted.

How to Turn in Work: As you enter the room, place your work in the folder labeled “NEW WORK” which will always be at the front of the room. **All work must have the following on the top left-hand corner, double spaced.**

- Your Name
- English 0990-(Section number)
- The assignment number
- Date (Day/Month/Year)

For example, the following would identify Joe College’s first paragraph assignment.

Joe College

English 0990-01

P#1

03 Sept 05

Title

Any assignment *with more than one page* must have your last name and a page number in the upper right hand corner of page 2 and any subsequent pages. This label is according to the Modern Language Association manual for documentation. You should learn either MLA or APA documentation styles while you are attending college because most instructors require a standard documentation style. The DSC Library homepage has on-line help with MLA and APA.

Warning: Plagiarism, claiming someone else’s work as your own, will result in a failing grade for the assignment and possibly for the entire term. It also will result in a referral to the Vice President of Student Affairs and possible expulsion from Dixie State College.

Required Effort and Attitude:

Most assignments will require that you do work out of class –reading, working problems, using the library, the computer lab, studying, or writing. How you think about your assigned work is important: you can view it as busy work, something to get in your way of having fun, which you put off or give minimal effort to doing. Or you can think of it as an opportunity to think and learn, to interact with the material of the course, and in this course, a chance to think, learn, shape your ideas, search your memories, and share experiences on paper.

Writing, thinking, and reflecting require time, effort, some peace and quiet, and a willing attitude. The only way to learn to write better is to write often and to practice. If you don't want to do that, or if I am convinced that you are not doing your work, I will ask you to withdraw from the course.

Plan on spending a minimum of two hours out of class for every hour in class.

Help for Students:

- Computer labs are available on campus in the basement of the Browning Library and in the Smith's Computer Center. The computers in the BRN's office area do not print and do not access the internet.
- The Writing Center and tutoring services are located in the Browning Resource Center.
- The On-Line Writing Lab can be accessed from the Dixie State College homepage. Style guides for MLA and APA documentation guidelines are found on the DSC Library homepage.
- Calling, e-mailing, or visiting your instructor before an assignment is due is the best way to have questions answered correctly. Usually, appointments are not necessary to see your instructor during office hours.

Disabilities:

If you are a student with a medical, psychological, or learning disability or think you might have a disability and need accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center. The Disability Resource Center will determine your eligibility and establish the appropriate accommodations related to your disability. DSC does make confidential, appropriate accommodations, but only for those students officially registered with the DRC.

Disruptive Behavior:

* Behavior that interferes with the learning of other students will not be tolerated. The Dixie State College Policies and Procedures Manual, Section 3-34, states: "Teachers at Dixie State College have the right to manage the classroom environment to ensure a good learning climate. Toward this end, teachers (or colle

security) may dismiss and remove disruptive students from individual class activities. If a student's behavior continues to disrupt class activities, the teacher may dismiss and cause the removal of disruptive students from his or her course."

Students who are asked to leave class should do so quietly and without confrontation. They will be expected to schedule a meeting with the instructor before being allowed to attend class again. If the student starts a disturbance, the instructor will call Campus Security to have the student removed from campus. Students are not allowed to interfere with the learning of others.

* Cell phones are a serious distraction to everyone in the class, including the instructor. It is inappropriate to make or receive phone calls, to text message, or to check messages once you enter the classroom, especially during class. Please remember to turn off your phone before entering the classroom. If you are a law enforcement officer, an emergency medical technician, a physician, or a fireman and must keep your cell phone on, please disable the ringer and use the vibrate function. If your cell phone disturbs the class, you will be asked to leave class and consult with the instructor about being readmitted to the class.

Grading Standards for Test Paragraphs

OKAY	NEEDS WORK	QUALITIES OF EFFECTIVE WRITING (CONTENT)	# TECHNICAL ERRORS (Goal 4)												
		<p>1. Unified (Goal 1. Make a Point)</p> <ul style="list-style-type: none"> a. Topic sentence/idea clearly stated or implied b. Topic sentence/idea followed closely in body c. Ending ties to beginning <p>2. Developed (Goal 2. Support the Point)</p> <ul style="list-style-type: none"> a. Concrete support for topic b. One idea at a time is fully developed c. Pattern of development is clear <p>3. Coherent (Goal 3. Organize the Support)</p> <ul style="list-style-type: none"> a. Ideas follow logically b. Reasonableness c. College-level thought (complexity & vocabulary) d. Transitional words and phrases <p>4. Sentence Variety</p> <ul style="list-style-type: none"> a. Compound sentence (1 required) b. Complex sentence (1 required) c. Variety appropriate for emphasis and to avoid monotony 	<ul style="list-style-type: none"> 1. Comma Splice 2. Fused sentence (run on) 3. Sentence Fragment 4. Apostrophe 5. Capitalization 6. Punctuation 7. Word choice 8. Verb (agreement or tense) 9. Pronoun reference or agreement 10. Point of view shift 11. Dangling or misplaced modifier 12. Spelling (3 or more = 1 error) 13. Non-standard English 14. Awkward sentence structure 15. Other: 												
	TEST GRADE:	<p>If above content requirements are met, technical errors are counted to determine the highest potential grade. Actual grade may be lower based on overall writing quality.</p> <table border="0"> <tr> <td>A</td> <td>0, 1, 2 or errors</td> <td>100-90%</td> </tr> <tr> <td>B</td> <td>3 or 4 or errors</td> <td>89-80%</td> </tr> <tr> <td>C</td> <td>or 5 or errors</td> <td>79-70%</td> </tr> <tr> <td>N/G</td> <td>7 or more errors</td> <td>0%</td> </tr> </table>		A	0, 1, 2 or errors	100-90%	B	3 or 4 or errors	89-80%	C	or 5 or errors	79-70%	N/G	7 or more errors	0%
A	0, 1, 2 or errors	100-90%													
B	3 or 4 or errors	89-80%													
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			COMMENTS:												