**ENC 0025 College Preparatory Writing – Level II**

Term: Instructor:

Section: Classroom:

Lecture: (days/times) Lab: H 117

Office Hrs: Email

**Course Description:** ENC 0025 is the second in a 2-semester sequence for students requiring remediation in writing. It is designed to prepare students for English composition courses ENC 1101 and 1102 and other credit-bearing courses. This course provides intensive instruction in the fundamentals of essay writing and a variety of rhetorical modes. Students must be able to write coherent and organized essays of at least three to five paragraphs. This course does not satisfy General Education requirements and generates compensatory credit only.

**Course Outcomes:**

1. Upon completion of the course, the student should be able to compose essays that express ideas effectively in standard English and reflect all of the following rhetorical skills:

* Using prewriting and drafting techniques, students will generate ideas for an essay.
* Students will create a thesis statement that expresses the central argument of an essay.
* The essay will contain the following elements:

1. An introductory paragraph that provides background appropriate to the topic
2. Topic sentences that support the thesis of the essay
3. Topic sentences that are supported by unified, coherent, and well-developed body paragraphs
4. A concluding paragraph that summarizes the main idea of the essay.

* Students must choose words and phrases to express ideas precisely and employ varied sentence structure to achieve cohesion between sentences.
* Students must develop and maintain an appropriate tone and style and create a logical progression of ideas or events.
* When writing to inform or explain, students must convey information clearly and coherently and demonstrate understanding of content by reporting facts accurately.

**Course Objectives Relating to Library Research:**

* Students will gather information to build an argument, provide an explanation, or address a research question.
* Students must support and illustrate arguments and explanations with clear reasons, adequate examples, and relevant evidence.
* When writing arguments, students must establish a substantive claim and accurately incorporate source material into their own work while avoiding plagiarism.
* When writing arguments, students must acknowledge competing arguments or information, defending or qualifying the initial claim as appropriate.
* Students must be able to assess and revise their writing when necessary.

1. Upon completion of the course, the student should also be able to demonstrate a basic command of the conventions of standard written English including the following grammatical, mechanical, and usage skills:

* Students will use coordination and subordination effectively and employ transitional devices within the context of a passage.
* Students will show a command of sentence boundaries by avoiding fragments, comma splices, and run-ons.
* Students will use standard spelling, capitalization, and punctuation.
* Students will maintain subject-verb agreement as well as pronoun-antecedent agreement.
* Students will avoid inappropriate shifts in verb tense, person, or number.
* Students will use correct pronoun case and maintain clear pronoun reference.
* Students will place modifiers correctly and use appropriate forms of adjectives and adverbs.
* Students will avoid commonly confused words and use appropriate diction.
* Students will proofread their work for grammatical corrections and recognize parallelism.
* Students will use technology as a tool to produce, edit, and distribute writing.

**Textbook Package in Bookstore:**

1. *The Writer’s World: Essays, 2nd ed., L. Gaetz and S. Phadke,* Pearson Prentice Hall, 2012.
2. *What Every Student Should Know About…Plagiarism,* Linda Stern, Pearson Longman, 2007.

**3.** mywritinglab (required software)

**Additional Materials:** Pocket folder for writings, Flashdrive, stapler

Three Packages of Scantrons

**Writing and Reading Assignments:** During the semester, students will be assigned three essays based on the following rhetorical modes: Cause and Effect, Definition, and Argument. Each of the first two essays will be about 500 words in length; however, the argument essay will include research, citations, and a works cited list and may be longer. To assist with the research essay and citations, students will directed to use **Easy Bib** for the works cited list and a **LibGuide** designed by the HCC librarians.

All written assignments will be SAVED ON A FLASHDRIVE and will also be included as a hard copy in the student’s portfolio. The portfolio should be an inexpensive pocket folder which will be collected at mid-term and during finals. Writing portfolios should include a table of contents (describing written assignments and dates), personal spelling and error logs, as well as original and revised drafts.

**Journal Writing:** Students will be required to keep a section of their binders or notebooks as a journal. To improve students’ comprehension and critical thinking skills, instructors may assign brief reaction papers to current events or summaries of designated readings in the Gaetz/Phadke text. Journal writing will NOT be corrected for errors, but the content may serve as a resource for writing topics.

**Lab Assignments and Retake Policy:** Students are required to attend lab for two 50-minute periods each week, and instructors will provide their class with assignments prior to entering H 117. Students will take several scantron quizzes on grammar and mechanics. After taking a pretest on a particular competency such as misplaced modifiers, students will be given TWO opportunities to get a passing score of 80%. In addition, students will use the lab time to revise or begin drafts and reinforce the grammar taught in lecture with a software program known as **mywritinglab.** The number of assignments completed on mywritinglab will affect the final grade.

**Attendance:** Students are allowed three absences from lab (H 117) without penalty. Absences that exceed this number must be made up during open lab, or 3-points per absence will be deducted from the final grade. Students are also allowed three absences from lecture; however, lecture absences CANNOT be made up, so it is recommended that students save their absences for real emergencies. *A student who misses more than three lectures must provide documentation to be allowed to return to class.* It is the instructor’s prerogative to decide whether or not an absence will be excused. Students who exceed FIVE LECTURE CLASSES (EXCUSED OR UNEXCUSED) will automatically fail the course.

**Final Grade:** The passing grade for this course will be determined by the following criteria:

Writing Portfolio and Journal 30%

Scantron Quizzes 25%

My Writing Lab Assignments 15%

Final Exam 30%

Students should complete all assignments prior to the scheduled lecture. Work that is missed due to an excused absence may be made up with the instructor’s permission; otherwise, the grade for that assignment will be zero. In case of illness, students should make arrangements with a friend or relative to drop off their written assignment in H 117 or email their work to the instructor. All tests or in-class written assignments must be made up within five school days in the lab or at the test center in the Student Services’ building.

**Grades:** All grades will conform to the following departmental grade scale:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D or N

60 and below = F

**Request for N or D Grade:**

Students who demonstrate satisfactory attendance and progress in lecture and lab as determined by the state and faculty yet fail to achieve a grade of C may earn the non-punitive N grade. If the N grade negatively impacts financial aid, the student may opt for a D. Each student is responsible for determining whether the N or D is preferable. The N grade may be awarded only for the initial attempt at a course.

**Request for Accommodations:**

Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Office of Student Services, Room 204. Linda Freeman can also be reached by phone at 259-6035.

**Any student caught cheating on a test will automatically fail it, and any student plagiarizing a paper will fail the course.**

**Classroom and Lab Conduct:** Any student who disrupts the lecture or lab violates the rights of all students in the class. The professor will determine whether or not an action constitutes disruptive behavior. One warning may be given for a minor disruption, but a second violation will result in the student’s or students’ removal from class, and the day will be counted as an absence. **Remember that the writing lab is supposed to be a quiet, learning environment; in other words, students should behave as they would in a library, not the cafeteria.**

Drop/Add Dates August 22 through August 26

Deadline for Refund August 26, 2011

Last Day to Withdraw Without Grade October 31, 2011

Classes End December 12, 2011

**Restrictions on Recordings: A student shall not, without the faculty member’s express authorization, make or receive any recording, including but not limited to audio and video recordings of any class, co-curricular meeting, organizational meeting or meeting with a faculty member. Further, the student does not have permission to post class lectures or course lectures on the web.**