**ENC 0015 College Preparatory Writing – Level I**

Term: Fall 2011 Instructor:

Section:

Office: Email: Phone:

**Course Description:** ENC 0015 is the first in a 2-semester sequence for students whose placement tests indicate the need for remediation in writing. This course is designed to provide intensive instruction in the fundamentals of grammar, usage, sentence structure, and paragraph development. The objective is to lay a sound foundation in the structure and mechanics upon which all advanced composition depends. This course does not satisfy General Education requirements and generates compensatory credit only.

**Course Objectives:**

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

* Students will employ prewriting and drafting techniques to select and narrow a topic that is suitable for a specific purpose and audience.
* Students will compose an appropriate topic sentence and sustain focus on a specific main idea for a single paragraph.
* Students will provide supporting details for the main idea in a logical progression of relevant explanations and examples.
* Students will maintain coherence through the use of transitional devices.
* Students will choose appropriate words and phrases by avoiding slang, jargon, clichés, and pretentious expressions.
* Students will use varied sentence structures and syntax appropriate to standard written English.
* Students will use editing and revision techniques to improve their drafts.
* Students will use the various formatting principles guiding the use of appropriate margins, indentations, and initial capital letters.

1. Upon completion of the course, the student will also demonstrate a basic command of the conventions of standard written English including grammatical, mechanical, and usage skills.

* Students will use coordination and subordination effectively.
* Students will show a command of sentence boundaries by avoiding comma splices and fused sentences.
* Students will recognize the difference between fragments and complete sentences.
* Students will show a command of basic verb tenses and subject-verb agreement.
* Students will show a command of correct pronoun forms and pronoun-antecedent agreement.
* Students will use adjectives and adverbs correctly with appropriate degree forms.
* Students will use standard capitalization and punctuation.
* Students will employ standard spelling and avoid commonly confused words.

**Required Textbook: *Evergreen:*** *A Guide to* Writing *with Readings, 8th ed., Susan Fawcett*

**Required Software: Applia**, Cengage

**Additional Materials:** Three Packages of Scantrons

Pocket folder for Writings and Flashdrive

**Writing and Reading Assignments:**  During the semester, students will be assigned approximately three paragraphs and one essay based on the following rhetorical modes:

Description, Illustration/Exemplification, and Persuasion.

Each of these written assignments will be *SAVED ON A FLASHDRIVE* besides being included as a hardcopy in the student’s portfolio. In addition, instructors will assign reaction papers

and summaries of designated readings in *Evergreen*. The portfolio should be an inexpensive paper 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. The journal should contain reactions to current events, magazine articles, or personal events. 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 ten scantron quizzes on grammar and mechanics. After taking a pretest on a particular competency such as pronouns, 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 **Aplia.**  The number of assignments completed on Aplia 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 & Journal 30%

Scantron Tests 25%

Aplia 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 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 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. Any subsequent violations will be referred to the Dean and may result in a failing grade for the course.

**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