Semester/Year: Fall 2013

Course Number: ENGL 0305

Course Title: Developmental Writing I

• Course Description: Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. A skills improvement course designed to help students reach competencies necessary for ENGL 1301. Focus is on advanced paragraph development and medium length essay writing. Emphasis on critical reading skills, analytical writing, and vocabulary building. Punctuation and sentence construction studied as needed. Lab required.

• Note: May not be used to satisfy the requirements of an associate degree. Developmental courses may be taken for a combined total of no more than 27 credit hours. In addition, you may repeat this course only once after receiving a grade, including "W". If you drop this course before census day, it will not count against you.

Course Credit Hours: 3     Lecture Hours: 3     Lab Hours: 1

Prerequisite: TSI placement in ENGL 0305

• Student Learning Objectives:

• State-mandated Outcomes: Upon successful completion of this course, students will:
  1. Compose a variety of texts that demonstrate clear focus, the
logical development of ideas, and the use of appropriate language that advances the writer’s purpose.

2. Determine and use effective approaches and rhetorical strategies for given writing situations.

3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.

4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.

5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.

6. Edit writing to conform to the conventions of standard English.

• Additional Collin Outcomes: Upon successful completion of this course, the student will be able to use advanced methods of paragraph development and produce well-organized essays that demonstrate readiness to begin the next level of the writing process.

=================================================================

Instructor’s Name: Marti Miles-Rosenfield

Office Number: I-209

Office Hours: MTWR 2:30-3:30, Thursday 11:30-12:30 and by appointment

Hybrid students may make appointments to meet on campus or online on the class days we are scheduled WORK ONLINE.

Phone Number: 972-881-5124

Email: mrosenfield@collin.edu

Class Information: ENGL 0305
Section: S04
Meeting Times: MW 1:00-2:15
Meeting Location: B-214

Required Course Textbooks/Resources:

BOOK: *In Harmony* by McWhorter and (MySkillsLab)

Do NOT purchase until after the first day of class.
**Supplies:** two-pocket folder with brads for notebook paper, notebook paper, flash drive (USB)

**Computer Access:** students will work on an internet-based lab component outside of class, and must have a computer at home or make arrangements to use the open computer labs at the college. Students may use their own laptops, but will need to print in our classroom. Those students using personal laptops must bring a USB to class every day to assure an easy transition to the classroom computer, and print from the classroom printer.

**Withdrawal Policy:** See the current Collin Registration Guide for the last day to withdraw.

**Administrative Withdrawal Policy:** Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. If you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collin’s Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

**Repeat Policy:** Developmental courses may be taken for a combined total of no more than 27 credit hours. In addition, you may repeat this course only once after receiving a grade, including W. If you drop this class before census day, it will not count against you.

**Collin College Academic Policies:** See the current Collin Student Handbook.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

**Scholastic Dishonesty:** (See Student Handbook) Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one’s own work of material that is not one’s own. Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts: cheating,
plagiarism, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; copying computer or Internet files; using someone else's work for assignments as if it were one’s own; or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Student Development Office renders an administrative decision in the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate academic penalty.

**Attendance Policy:** Regular attendance is essential for student success, and students are expected to attend each class and to arrive on time. More than three (2) absences will cause a student’s final grade to be dropped by one letter (which could lead to failure in the course). If a student is absent, it is his/her responsibility to ask the instructor or classmates about missed assignments. Tardiness is disruptive. **If a student arrives late to class, he or she should wait until Professor Miles-Rosenfield is not speaking and then enter the classroom.**

The last day to withdraw from the course with a “W” is _________. You may not drop the class without first speaking to me.
Hybrid courses are different from traditional courses in that the class does not meet on campus every day. Students must log in to MySkillsLab at least five days a week to check for updates, mail, new assignments and announcements.

Method of Evaluation: The final grade for this course will be based on the following criteria:

30% - Lab Component (All assigned electronic grammar/writing exercises on MySkillsLab.)
50% - coursework as determined by instructor
   - 5%-Essay # 1
   - 10%-Essay # 2
   - 20%-Essay # 3
   - 10%-Daily Menu Folder
   - 5%-Reading, Writing and MySkillsLab Time Logs
20% - Final Exam

Grading:

Grading Policy: Grade AD, BD, CD, FD or I will be awarded. A grade of “DD” will not be awarded. The “D” designates the course as “Developmental or non-credit.”

QUIZZES/CLASSWORK MISSED MAY NOT BE MADE UP: I give plenty of time for assignments. Log in to the course frequently so that you will receive the assignments on time.

DEADLINES: Papers and projects must be submitted on or before the day they are DUE, not later. I WILL NOT accept late work. Also, most work will be submitted through the electronic MyLab program. I will NOT accept paper copies of an assignment requiring an electronic submission.

Use of Cell Phones in Class: (See Student Handbook): "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room..."

Minimum Technology Requirement: This course may be taught in a computer classroom. Students should be able to type effectively. Additionally, students will work on an internet-based lab component outside of class, and must have a computer at home or make arrangements to use the open computer labs at the college. Students may use their own laptops, but will need to print in our classroom. Those students using personal laptops must bring a USB to class everyday to assure an easy transition to the
classroom computer and print from the classroom printer.

**Netiquette Expectations:** When sending emails, please place your course number and section in the “subject” area. EX: INRW 0315.S03. To avoid junk mail and the threat of virus, I do not open emails that are NOT clearly identified. All emails must be written in complete sentences, free of misspelled words and use a salutation and a closing. **IF YOUR EMAIL IS NOT CLEARLY IDENTIFIED, I WILL NOT OPEN IT. Use a professional approach.** If you send an email using “text” language, the letter “i” used by itself but not capitalized, or fragmented sentence structure, I will return your email unanswered and ask you to rewrite the message using Standard Written English. The same policy applies to all written assignments.

**Marti's Rules for Communication in ENGL 0305**

**CIVILITY**

- Treat others in this class as you wish to be treated. Maintain a sense of decency, respect, dignity and integrity throughout this course.
- Respect each other’s opinions even though you may not agree. In order to best communicate in an open and supportive environment, we must all feel comfortable and safe when writing an email, a discussion post, etc... I create an “open” atmosphere in my classes, and students should feel free to speak their minds and to disagree with their classmates. Disagreeing with an idea, concept or classmate is fine, but do so in a professional manner. Debates in this class must be polite and without ridicule. Remember, we all possess different world views, so please be considerate of your classmates’ opinions.

**LANGUAGE**

- Writing must conform to Standard Written English: SWE, is the form of English most widely accepted as being clear and proper. It includes word choice, word order, punctuation, and spelling. Standard English is especially helpful when writing because it maintains a fairly uniform standard of communication which can be understood by all speakers and users of English regardless of differences in dialect, pronunciation, and usage. This is why it is sometimes called Standard Written English. ([www.Englishplus.com](http://www.Englishplus.com))
- All writing, essays, discussion posts, emails, etc... must be written to the best of your ability. Please use complete sentences when writing to me, to your classmates, or when posting on the discussion board. Please check your grammar before sharing a document.
- Avoid slang language in your essays.
- Avoid using TEXT language: “u2r gr8”, “gtg”, “brb”, “b4u”, “plz call me 2nght”, etc....
- ALWAYS capitalize the letter “I” when it is used by itself.
• Do not use profanity or vulgarity.

CLASSROOM BEHAVIOR

• You may not eat while in my class. If I see you eating, I will ask you to leave. If you choose to bring a beverage to class, the container must have a spill-proof lid or twist-top.
• Do not use your phone in class to talk, text, play games, check Facebook or search the Internet. In fact, do not use your phone for any reason while in class. If I see you using your phone, I will first give a verbal warning. The second time, I will ask you to leave class.

Within the first week of class, students are required to make contact with at least two other classmates and to communicate with others in the class. Research shows that students who have made contacts in the class are more successful than those students who never interact with others. Please get into the habit of interacting with one another. Research shows that students who connect with others (especially online) are more successful than students who isolate themselves.

Classmate # 1
name _____________________________________
phone_____________________________________
email address _______________________________

Classmate # 2
name _____________________________________
phone_____________________________________
email address________________________________

RECIPES FOR ACADEMIC SUCCESS

Experts in academic success recommend that a student spend at least two (2) hours outside of class for every one (1) hour spent in class. A student enrolled in a HYBRID course, must consider the “in-class” time as well as the “off-campus” days when calculating the number of study hours for the most effective results. We will discuss this study strategy in class during the first week of the semester.
FORMAT for ALL written assignments.

Follow the format by placing the your information on the upper left-hand corner of every written assignment.

Name
Date
Professor Miles-Rosenfield
ENGL 0315.SY1
Word Count:
Week by Week Course Outline

**Week 1**
Course Introduction
Understanding Expectations, Requirements, Labs, and the Weekly Menu
We will register for [MyWritingLab.com](http://www.mywritinglab.com) in class, together.
Register for [www.mywritinglab.com](http://www.mywritinglab.com)
Course ID: Rosenfield __________

In Harmony: Preface-Reading and Writing Success Starts Here, pages 1-22

**Week 2**
Chapter 1- The Reading Process: An Overview
Chapter 3-Vocabulary: Working with Words

**Week 3**
Chapter 2-The Writing Process: An Overview
Chapter 4-Vocabulary: Approaching Unknown Words

**Week 4 (The Paragraph)**
Chapter 5-Complete Sentences Versus Sentence Fragments
Chapter 10-Main Ideas and Topic Sentences

**Week 5 (The Essay)**
Chapter 17-Planning, Drafting and Revising Essays
Chapter 6-Run-On Sentences and Comma Splices

**Week 6**
Chapter 11-Details, Implied Main Ideas, and Transitions

**Week 7**
Chapter 12-Patterns of Organization: Chronological Order, Process, Narration & Description

**Week 8**
Chapter 13-Patters of Organization: Examples, Cause/Effect & Comp/Contrast

**Week 9 (Review Fragments, Run-ons and Comma Splices)**
Chapter 8-Combining and Expanding Your Ideas
Chapter 14-Revision and Proofreading

**Week 10**
Chapter 9-Revising Confusing and Inconsistent Sentences
Preparation for the Departmental Developmental Writing Final

**Week 11**
Chapter 7- Using Verbs Correctly
Preparation for the Departmental Developmental Writing Final
Week 12  DEPARTMENTAL FINAL (Nov. 14-23)
Preparation for the Departmental Developmental Writing Final

Week 13  DEPARTMENTAL FINAL (Nov. 14-23)
Chapter 18-Using Resources When You Write
RESEARCH PROJECT

Week 14
Chapter 18-Using Resources When You Write
RESEARCH PROJECT

Week 15
Semester Review- Preparing for the Next Level
Student Conferencing

Week 16  Week of Boot Camps (if needed)
CONTRACT for ENGLISH 0305

Name _______________________________ Course/Section ___________________________
Email Address ______________________ Phone ____________________________________

_____ I will attend class every day; if for some reason I am unable to attend a class session, I will send an email message to my professor explaining my absence. mrosenfield@collin.edu

_____ I will show up to class on time; if for some reason I happen to arrive late, I will make contact (from outside the classroom) with my professor and await for a nod that allows me to come into the classroom without causing disruptions.

_____ I will silence my cell phone. I WILL NOT text during class. I understand that doing so is rude and disrespectful, and I will be asked to leave.

If my class meets in a computer classroom, I will stay focused on the class.

_____ I will not play games, shop, check email or Facebook on the computer during class.

_____ I will complete all the required (electronic) labs.

_____ I will work to earn all points possible which will probably require that I take the initiative to work on extra projects.

_____ I will work diligently on all my assignments, especially my essays. I will work through the process: pre-writing, drafting, revising, and editing.

_____ I will make the REQUIRED VISIT to the COLLIN Writing Center for help with at least one of my papers.

_____ I will ask questions when I need answers, and I will keep my professor informed of difficulties I may be experiencing.

_____ I understand the importance of keeping up with the reading and the importance of classroom participation.

_____ I will check my Cougarmail account every weekday: Monday-Friday.

_____ I paid for this course, and I would like to get my money’s worth. Therefore, I will make every effort to attend class on time, keep up with all the work, and pass the FINAL EXAM allowing me to move forward to next level of English.

_____ I am committed to becoming successful in my field and in life.

_____ I realize that life is a series of choices, and every choice I make affects my life. Consequently, I will put much thought into the choices I make in my academic life, my personal life and my professional life.

_____ I realize that my success in this course and in life depends ON ME.

_____ I will turn for help when I need it. When I experience problems in my academic, financial, personal, and/or my professional life, I will ask for help so that I may overcome the obstacle causing problems.

_____ Write your own._________________________________________________________

_____ Write your own._________________________________________________________

_____ Write your own._________________________________________________________

_____ I have read the course syllabus carefully. I understand the seriousness of plagiarism and promise that I WILL NOT PLAIGARIZE.

Signature __________________________________________________ Date ___________
## READING LOG

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<th>DATE</th>
<th>SOURCE (BOOK/NEWS/TEXT, etc...)</th>
<th>TIME SPENT READING</th>
<th>IDENTIFY AT LEAST ONE THING YOU LEANED</th>
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# WORD LOG

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<th>WORD</th>
<th>SOURCE - Where was this word? (BOOK/NEWS/T.V.)</th>
<th>DEFINITION/PART OF SPEECH</th>
<th>EXAMPLE OF WORD USED IN A SENTENCE</th>
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# MySkillsLab.com EXERCISE LOG

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The Daily Menu for __(date)__

**APPETIZERS**

Inspiration  
Affirmation  
Problem  
Quote  
Warm-up writing (journal)

**MAIN MENU**

Reading  
Vocabulary  
Diction  
   Word Commonly Confused  
   Misused Word  
   Words Worth Taking Back  
Grammar  
   Major Error  
   Minor Error  
Writing

**SIDES**

News/Current Events (world, national, state, local, education, sports, medicine, religion, law, medicine, science, entertainment (music, film, theater, books, etc...), technology, politics, trends, agriculture/food, business, money)

Ideas to Ponder

**DESSERT**

Wrap-up Writing (journal) or One minute class summary