ENGLISH 0305.XY1  Fall 2012  HYBRID SECTION

Collin College
COURSE SYLLABUS

Course Number:    ENGL 0305.XY1    CRN: 17342
Course Title:    Developmental Writing II

Course Description: A skills improvement course designed to help students improve basic thinking and writing skills. Focus is on paragraph and short essay writing. Basic grammar, punctuation, and sentence construction studied as needed. Lab required. This course may not be used to satisfy the requirements for an associate degree.

WARNING: A hybrid course is not easier than a traditional course; it is merely in a different format. Students in my 0315.SY1 hybrid class will complete just as much work as those students in my traditional M-W-F class on campus. An express course moves twice as fast than a regular, 16 week course. A HYBRID EXPRESS is a unique type of course which allows students to move quickly through the Developmental Writing course sequence.

FOR THE HYBRID CLASS: THE FIRST DAY OF CLASS IS EXTREMELY IMPORTANT FOR A HYBRID CLASS. Since this class meets only twice per week on campus (after the first week), attending every scheduled class day is imperative. Students must have ready access to a fully functional personal computer, preferably with an audio “sound” component.

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

Prerequisite: DW Departmental Final or assessment

Placement Assessment: Writing Assessment. Consult the Testing Center Director if you have questions about an assessment level.

College Repeat Policy: Developmental courses may be taken for a combined total of no more than 27 credit hours.

Student Learning Outcomes: Upon completion of this course, the student will be able to write well-developed paragraphs and short essays that demonstrate readiness to begin the next level of the writing program.

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

Administrative Withdrawal: 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Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class.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.

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.

Instructor’s Name: Marti Miles-Rosenfield
Office Number: I-209
Office Hours: MW 12:00-2:30
             TUES 2:30-3:00
             THUR 2:30-3:00
             FRI by appointment
Phone Number: 972-881-5124
Email: mrosenfield@collin.edu

Class Information:
Section Number: ENGL 0305.XY1 CRN: 17342
Meeting Times: MWF 10:00-11:50
Meeting Location: SCC, B-227

Minimum Technology Requirement: This course is 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: ENGL 0300.S01. To avoid junk mail and the threat of virus, I only open emails which are clearly identified.

IF YOUR EMAIL IS NOT CLEARLY IDENTIFIED, I WILL NOT OPEN IT.

Please use complete sentences when writing to me, to your classmates, or when posting on the discussion board. Also, do not use text language in your electronic media or in your written assignments. Please refrain from using profanity and/or pornographic material in my classroom and in essays. Treat each other with respect, and approach the course with dignity and integrity. I create an “open” atmosphere in my classes, and students should feel free to speak their minds, and to disagree with their classmates. However, these debates are to be polite and without ridicule. Remember, we all possess different world views, so please be considerate of your classmates’ opinions.

Course Resources: to be announced
Supplies: TEXT: ALONG THESE LINES: WRITING PARAGRAPHS AND ESSAYS by Bias and Wershoven, 6th ed. (packaged with MyWritingLab.com)

Please purchase your textbook and software AFTER you have attended the first class and met the professor. DO NOT LOG IN to MyWritingLab.com until prompted to do so in class.

- 80 page spiral notebook, college rule
- USB drive
- pack of fifty 3x5 Index Cards. Must be ONE color, any color.
- black or blue pen, a red pen, and two different colored highlighters

Attendance Policy: No more than three (2) absences are permitted during a semester in order to avoid a reduced or failing grade.

Administrative Withdrawal: 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 Collins' 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.

Method of Evaluation: The Developmental Writing faculty has established the following grading system:

- 70% Coursework, as determined by the instructor
- 30% Required Lab component

The Departmental Writing Final determines each student’s readiness for the next level of coursework. Testing dates will be announced early in the semester on a Departmental Final information sheet. DATES OF TEST: ______________. More information to follow.

Grading Policy: Grade AD, BD, CD, FD or I will be awarded. A grade of “DD” will not be awarded.

- **AD**: 90% average or more on graded assignments
- **BD**: 80%-89% average on graded assignments
- **CD**: 70%-79% average on graded assignments
- **FD**: Less than 70% average on graded assignments
- **W**: Withdrawn

50% paragraphs and essays (excluding the final exam essay)

- 5 points-Paragraph Portfolio FIRST CHECK ______________
- 5 points-ESSAY #1, DUE ______________
- 10 points-ESSAY #2, DUE ______________
- 10 points-IN-CLASS: ESSAY #3, DATE: ______________
- 10 points-IN-CLASS: ESSAY #4, DATE: ______________
- 10 points-ESSAY #5, DUE ______________

30% lab
30 points- MyWritingLab and other lab assignments
(Grade Distribution for Labs To Be Announced) DUE: ________________

20% Additional Course Work-
10 points-Daily Journal, DUE __________________________
10 points- Index Cards (classroom participation, minute quizzes, vocabulary, etc…),
CARDS DUE ____________________________

QUIZZES/CLASSWORK MISSED MAY NOT BE MADE UP: I give plenty of time for assignments.

DEADLINES: Papers and projects must be submitted on or before the day they are DUE, not later. I WILL NOT accept late work. However, all students will receive a “Drop Essay” form to be used on the lowest essay grade. A student may not drop a zero. In other words, an essay grade may be dropped ONLY after the essay has been written and graded.

Course Requirements: An in-class writing assessment will be conducted during the first or second class meeting. During the semester, students will write paragraphs and essays under the direction of the instructor as well as other assignments based on individual students’ needs.

Academic Ethics: The College District 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 as one’s own work material that is not one’s own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher’s editions, and/or falsifying academic records. (See the 2012—2013 Student Handbook; “Scholastic Dishonesty”.)

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, illicitly obtaining 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.

Texas Success Initiative (TSI) Policy: The TSI was mandated through action of the 78th Texas Legislature to replace the Texas Academic Skills Program (TASP). Like TASP, TSI is designed to measure competency in reading, writing and mathematics and to provide developmental courses in areas identified deficiencies. The developmental courses are designed to promote student success and to ensure college readiness and students are encouraged to complete the required developmental course(s) early in their college career.

DROP DATE: ________________ (last day to withdraw from course. A student may not drop the course without speaking to me first and securing my signature.

CLASSROOM CONDUCT: Please refrain from using profanity and/or pornographic material in my classroom and in essays. Treat each other with respect, and approach the course
with dignity and integrity. I create an “open” atmosphere in my classes, and students should feel free to speak their minds, and to disagree with their classmates. However, these debates are to be polite and without ridicule. Remember, we all possess different world views, so please be considerate of your classmates’ opinions.

Within the first week of class, students are required to make contact with at least two other classmates, and 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

Course Calendar:

Week by Week Course Outline

Week 1
Course Introduction
Understanding Expectations, Requirements and Labs
The Writing Process
Parts of Speech
Major Grammatical Errors

We will register for MyWritingLab.com in class, together.
Register for www.mywritinglab.com

Course ID: rosenfield14623

Week 2
Chapter 1:   Writing a Paragraph
Chapter 12:  Different Essay Patterns
Chapter 15:  The Simple Sentence
Chapter 19:  Avoiding Fragments
Chapters 27-29:  Punctuation and Spelling

Week 3
Chapter 11: Writing an Essay
Chapter 2: Illustration
Chapter 3: Description
Chapter 4: Narration
Chapter 16: Coordination
Chapter 17: Avoiding Run-on Sentences and Comma Splices
Chapter 20: Parallelism
ESSAY # 1 DUE Friday, September 14th
Week 4
Chapter 5: Process, “How to”
Chapter 6: Comparison & Contrast
Chapter 18: Subordination
Chapter 21: Using Adjectives and Adverbs
Chapter 22: Modifiers
ESSAY # 2 DUE Friday, September 21st

Week 5
Chapters 25 & 26: Pronouns
Chapter 7: Classification
Chapter 8: Definition
Chapter 9: Cause and Effect
Chapter 19: Avoiding Fragments (repeat)
ESSAY # 3 DUE Friday September 28th

Week 6
Chapter 8: Definition
Chapter 10: Argument
IN-CLASS ESSAY # 1
Preparation for the Departmental Developmental Writing Final
Chapters 23 & 24: Verbs

Week 7
Review the nine essay patterns
IN-CLASS ESSAY # 2
ESSAY # 4 DUE (Essay # 4 is a complete revision of either Essay # 1, # 2 or # 3)
Preparation for the Departmental Developmental Writing Final
Semester Review
Student Conferencing
Revise: EITHER IN-CLASS ESSAY # 1 or IN-CLASS ESSAY # 2

Week 8
ESSAY # 5 DUE (To Be Announced)
Departmental Developmental Writing Final
Preparing for the Next Level
Last Day of Class-Friday, October 19th
1. New vocabulary word:

2. Current Event (occurred since the last class meeting)

3.

4.

5.

Set your goals high, and don't stop till you get there.
- Bo Jackson