

ENG 080 – Writing Foundations – Syllabus Page 1 of 8
MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Spring 2011

COURSE NUMBER: ENG 080 5H1E

(hybrid – meets weekly in person on Mondays,
6-7:50PM, and two hours of online work on BlackBoard
also assigned per week)

INSTRUCTOR: Judy Quinn

OFFICE NO: NA

OFFICE/VIRTUAL HOURS: E-mail Instructor

COURSE TITLE: WRITING FOUNDATIONS

PHONE NO: (252)789-0246 ~ Dr. Broughton

CREDIT HOURS: 4

FAX: (252)789-0286

CONTACT HRS/WK: 5 (3 class, 2 lab)

E-MAIL: jquinn@mcc.martincc.edu

PREREQUISITES: None

COREQUISITES: None

COURSE DESCRIPTION:

This course provides practice in the writing process, from sentence to paragraph to essay. Emphasis is placed on drafting and revising a series of writing assignments, supplemented by lectures and reading assignments on writing concepts and in-class and online review of standard English usage/grammar.

COURSE LEARNING OUTCOMES:

- Apply creative and critical thinking skills to writing assignments.
- Write effective sentences, unified, coherent paragraphs, and effective short essays
- Demonstrate revision skills
- Demonstrate appropriate writing technology skills (word-processing, etc).

REQUIRED TEXTBOOKS:

Kirsznner, Laurie G. & Mandell, Stephen R. *Focus on writing paragraphs and essays*.
Boston: Bedford/St. Martin's, 2008.

Lechner, Judith, & Lengel, Carolyn. *Supplemental exercises to accompany Focus on writing paragraphs and essays*. Boston: Bedford/St. Martin's, 2008.

SUPPLEMENTAL RESOURCES:

A three-ring binder
A flash drive (USB drive)

LEARNING/TEACHING METHODS: Lecture, discussion, conferencing, practice and outside reading and online assignments.

ASSESSMENTS/METHODS OF EVALUATION:

To demonstrate attainment in course learning, you must achieve an overall average of 77 or better. To achieve these outcomes, you must successfully complete the following:

Essays	30%
Exercises	15%
Outside Reading Journals	15%
Midterm Exam	10%
Class Citizenship/Classwork/ Class Participation	10%
Final Exam	10%
Final Portfolio	10%

- **GRADING POLICY:**

Grading Scale:

A 93 – 100

B 85 – 92

C 77 – 84

Below 77 – F

Note: A grade of D may not be assigned; it will not transfer or allow the student to advance to the next developmental or curriculum course.

COURSE OUTLINE: (This schedule is subject to changes/additions as the term progresses)

Date	Description
Monday, January 10	Class Introduction /Explanation of Syllabus Videos: Why Writing Matters/Revising/Critical Reading Sentence Skills Diagnostic Test Writing History Questionnaire/Discussion <u>Homework (due by next class):</u> WRITE: Writing History Assignment READ: Chapter 12 (Writing an Essay) and Chapter 22 (Subject/Verb Agreement)

Tuesday, January 18 (Tuesday meeting due to Monday holiday)	Essay #1: Writing History Assignment Due <u>Writing Concepts Lecture:</u> Writing an Essay Subject/Verb Agreement Introduction to Narration Introduction to Peer Review Process/Assignment of Study Groups <u>Homework (due by next class):</u> COMPLETE: Subject/Verb Agreement Exercises READ: Chapter 4 (Using Narration) & 21 (Sentence Fragments) WRITE: Essay #2 (Narration) Draft
Monday, January 24	Essay #2 (Narration) Draft Due <u>Writing Concepts:</u> Sentence Fragments Reminders on Narration & Peer Review Get into Study Group Fill out Peer Review Sheets <u>Homework (due by next class):</u> COMPLETE: Sentence Fragment Exercises READ: Chapters 5 (Using Description), 15 (Writing Compound Sentences), 16 (Writing Complex Sentences) WRITE: Essay #2 Revise
Monday, January 31	Essay #2 (Narration) Revision Due with Peer Review Sheets <u>Writing Concepts Lecture</u> Compound and Complex Sentences Description <u>Homework (due by next class):</u> COMPLETE: Complex and Compound Sentence Exercises READ: Chapter 20 (Run-Ons) & Outside Reading WRITE: Outside Reading Journal
Monday, February 7	Essay #2 (Narration) Showcase/Grammar Review Outside Reading Journal Discussion <u>Writing Concepts Lecture:</u> Run-Ons Review of Description <u>Homework (due by next class):</u> COMPLETE: Run-Ons Exercises READ: Chapter 7 (Cause and Effect) and 30 (Using Commas) WRITE: Essay #3 (Description) Draft

Monday, February 14	<p>Essay #3 (Description) Draft Due</p> <p><u>Writing Concepts Lecture:</u> Cause and Effect and Using Commas Review of Description</p> <p>Meet in Study Group Fill out Peer Review Sheets</p> <p><u>Homework (due by next class):</u> COMPLETE: Using Comma Exercises READ: Chapter 25 (Verbs/Past Tense), Chapter 26 (Verbs, Past Participles) WRITE: Essay #3 Revision</p>
Monday, February 21	<p>Essay #3 (Description) Revision Due with Peer Review Sheets</p> <p><u>Writing Concept Lecture</u> Verbs & Review Of Grammar Issues to Date</p> <p><u>Homework (due by next class):</u> COMPLETE: Verb Exercises WRITE: Outside Reading Assignment Journal READ: Chapter 23 Using Apostrophes</p>
Monday, February 28	<p>Essay #3 Showcase/Grammar Review Outside Reading Showcase</p> <p><u>Writing Concepts Lecture:</u> Grammar/Midterm Review (focus on Apostrophes; do exercises in class) Cause and Effect Reminders</p> <p><u>Homework:</u> Study for Midterm</p>
Monday, March 7	<p>MIDTERM</p> <p><u>Homework (due next class):</u> WRITE: Cause and Effect Draft READ: Chapter 34 (Understanding Spelling)</p>
Monday, March 14	<p>Essay #4 (Cause and Effect) Draft Due</p> <p><u>Writing Concepts Lecture:</u> Midterm Review Spelling Final Cause & Effect Reminders</p> <p>Meet in Study Group Fill out Peer Review Sheets</p>

	<u>Homework (due next class):</u> COMPLETE: Spelling Exercises WRITE: Cause & Effect Revision READ: Chapter 17 (Writing Varied Sentences) & Chapter 35 (Reading for College)
Monday, March 21	Essay #4 (Cause and Effect) Revision Due with Peer Review Sheets <u>Writing Concepts Lecture</u> Writing Varied Sentences Reading for College <u>Homework (due next class):</u> COMPLETE: Varied Sentences Exercises WRITE: Outside Reading Journal READ: Chapter 8 (Comparison/Contrast) and Chapter 19 (Using Words Effectively)
Monday, March 28	Essay #4 (Cause and Effect) Showcase/Discussion Outside Reading Discussion <u>Writing Concepts Lecture</u> Using Words Effectively Comparison and Contrast <u>Homework (due next class):</u> COMPLETE: Using Words Effectively Exercises WRITE: Essay #5 (Comparison and Contrast) Draft READ: Chapter 24 (Dangling and Misplaced) Modifiers
Wednesday, March 30 [Monday classes meet]	Essay #5 (Comparison and Contrast) Draft Due <u>Writing Concepts Lecture</u> Dangling and Misplaced Modifiers Meet in Study Group Fill Out Peer Review Sheet s <u>Homework (due next class):</u> COMPLETE: Dangling and Misplaced Modifiers Exercises WRITE: Essay #5 (Comparison and Contrast) Revision and Essay #6 (Argument) Draft READ: Chapter 23 (Illogical Shifts) & Chapter 11 (Argument)
Monday, April 4	Essay #5 (Comparison and Contrast) Revision Due with Peer Review Sheets Essay #6 (Argument) Draft <u>Writing Concept Lecture</u> Illogical Shifts Argument

	<p>Meet in Study Group Fill out Peer Review Sheets</p> <p><u>Homework (due next class):</u> COMPLETE: Illogical Shifts Exercises WRITE: Essay #6 (Argument) Revision READ: Chapter 27 (Nouns and Pronouns) and Chapter 28 (Adjectives and Adverbs)</p>
Monday, April 11	<p>Essay #6 (Argument) Revision Due with Peer Review Sheets</p> <p><u>Writing Concepts Lecture:</u> Nouns and Pronouns Adjectives and Adverbs</p> <p><u>Homework (due next class):</u> COMPLETE: Nouns and Pronouns and Adjectives & Adverbs Exercises WRITE: Outside Reading Journal READ: Chapter 36 selections (Readings for Writers)</p>
Monday, April 18	<p>Essay #5 and #6 Essay Showcase Outside Reading Journal Discussion Discussion of Portfolio Grammar/Writing Concepts Wrap-Up Grammar/Writing Concepts Wrap-Up</p>
Monday, April 25	Easter Holiday – NO CLASS
Monday, May 2	<p>FINAL – Grammar Review/Sentence Skills Exit Test/Essay</p> <p>Final Portfolio Due: Includes: --What You Learned from Writing Class (revision of Writing Assignment #1) --2 of your other Essays Assignments, further revised.</p>

***CLASS CITIZENSHIP**

By class citizenship, I am referring to your commitment to make this a successful class for yourself, for your fellow students, and for your instructor.

Some things you can do to earn a high grade in this area are:

- come to class consistently (see also Student Attendance Policy below) and be attentive while you are here;
- bring your texts and other class materials to class;
- participate actively and productively in study group/peer review sessions;
- complete all readings and assignments thoroughly and on time; and

- participate in a high-quality way in class discussions.

Some things you can do to earn a low grade in this area are*

- arrive late;
- sleep in class;
- use cell phones or text during class (cell phones must be put away during the class, with ringer silenced);
- show disrespect for the views of others;
- miss or bring insufficient work to study group/peer review
- hold “side conversations” during class; and
- participate in any activities that do not contribute positively to the learning environment in the classroom.

*Please be aware that, in addition to the negative effects these poor citizenship practices will have on your class citizenship grade, they can be grounds for more serious disciplinary action, including removal from the course.

STUDENT ATTENDANCE POLICY:

In order to be successful in this class, your regular attendance is essential. Class meetings will be used to discuss reading material, to complete in-class writing assignments and group work, to participate in study group/peer review activities, and to receive information about class assignments and writing expectations. In addition to the harm missing such activities will have on your work in the class, missing more than a handful of class meetings will negatively affect your Class Citizenship grade.

Additionally:

- Missing three in-person sessions of this class will result in dismissal from the class.
- Arriving later than ten minutes after class has begun or leaving class early (within ten minutes of the end of class) constitutes a tardy. Three tardies equal one absence.
- Attendance will be taken at in-person class meetings.
- Absence from class may be excused in the following circumstances:

Verifiable death of an immediate family member

Verifiable hospitalization of self or immediate family member*

Documented emergency at the discretion of the instructor

(Definition of “immediate family member:” mother, father, sibling, spouse, child, grandparent)

- The MCC Attendance Policy applies. Instructors may have additional attendance requirements. *(See additional information). Students should attend all classes. This course policy allows students to miss a maximum of 15% of the course; however, successful students are those who rarely miss class.
- Students will be counted as absent or present from the date of registration.
- Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

- Students who miss more than six contiguous contact hours may be administratively withdrawn from the class by the instructor and given a grade of “WF.” The “WF” will be equivalent to an “F” when calculated into the student’s GPA.
- Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day to officially withdraw without receiving an “F” is published in the academic calendar for each academic year.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The ***Request for Excused Absences for Religious Observances*** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

OTHER COURSE POLICIES:

- You will be part of a study/peer review group. If you miss a class, you are responsible for the day’s class work and any assignments made. You will find out what you missed and what is due by contacting members of your study group.
- * Papers are due on the date assigned. I do not accept late papers. Plan accordingly.
- **In order to succeed in this class, it is imperative that each student do his/her own work. Please do all your own work; this includes revision and proofreading. It also means that each student must do his/her own work on the computer.**
- This course is a *hybrid*; this means that work will be assigned on *Blackboard*. In the event that the instructor must be absent from class, work will be assigned from *Blackboard*; some assignments may require the use of the Internet. The campus Computer Lab and the computers in the library are widely available to students with a valid ID. Be sure to carry your ID card so that you may have access to these facilities on campus. If you have the Internet at home, you may also work from your home computer.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252) 789-0247 or (252) 789-0246 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.