

**MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS**

Semester/Year: Fall/2010

COURSE NUMBER: ENG 080-5H1

INSTRUCTOR: Aaron Carpenter

COURSE TITLE: Writing Foundations

PHONE NO: (252)789-0308

CREDIT HOURS: 4

E-MAIL: acarpen@ccc.martincc.edu

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

PREREQUISITES: ENG 070 or ENG 075 or appropriate score on the placement test

COREQUISITES: None

COURSE DESCRIPTION:

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental writing prerequisite for English 111 and English 111A. English 070 or English 075 can be transferred from another institution.*

PROGRAM LEARNING OUTCOMES:

1. Apply critical thinking skills to problem solving
2. Demonstrate use of appropriate discipline-related technology
3. Demonstrate entry level skills needed for the first college-level course in the curriculum

COURSE LEARNING OUTCOMES:

1. Apply conventions of written English.
2. Write a variety of correct and effective sentences.
3. Compose a variety of correct and effective paragraphs.

COURSE COMPETENCIES:

At the completion of this course the students should be able to:

1. Use grammar terms to identify sentence parts
2. Identify subjects and verbs in sentences
3. Use appropriate verb tenses and forms
4. Consistently write in complete sentences
5. Punctuate basic sentences correctly
6. Identify and use correct word forms
7. Employ editing strategies
8. Compose related sentences to form a paragraph
9. Generate correct sentence structures
10. Combine sentences logically for variety and complexity
 - a. Using coordinators
 - b. Using subordinators
 - c. Using transition words
 - d. Using phrases
 - e. Using parallelism

11. Apply knowledge of
 - a. Agreement (subject/verb and pronoun/antecedent)
 - b. Verb forms
 - c. Pronoun forms
 - d. Punctuation and capitalization
 - e. Spelling
 - f. Word usage
12. Demonstrate an understanding of the writing process by discussing and drafting short writing assignments

REQUIRED TEXTBOOKS:

Kirszner, Laurie G. and Stephen R. Mandell. (2008). *Focus on writing paragraphs and essays*. Boston: Bedford.

SUPPLEMENTAL RESOURCES: A three-ring binder, set of tabs for the binder, loose leaf paper, three 2 pocket folders, writing utensils, flash drive

LEARNING/TEACHING METHODS: Lecture; In and out of class drafting, revising, and editing; Outside Reading Assignments; Reflecting; Written and Grammar Practice, Use of Appropriate Discipline Related Technology

ASSESSMENTS/METHODS OF EVALUATION: To demonstrate attainment in program and learning outcomes for English 090, you must achieve an overall average of 77 or better. To achieve these outcomes, you must successfully complete the following:

1. Paragraph Writing
2. Outside Reading Assignments
3. Grammar Practice
4. Exams

GRADING POLICY: Outside Reading Assignments 10%
Paragraphs 50%
Tests 30%
Final Exam 10%

Grading Scale:

A (93-100)

B (85-92)

C (77-84)

D (70-76)

F (Below 70)

*A grade of C or higher is required to exit English 080.

COURSE OUTLINE:

Week 1: Simple Sentences, Subjects and Predicates (Ch.1)
Week 2: Simple Sentences, Fragments (Ch.2)
Week 3: Simple Sentences, Fragments
Week 4: Test 1, Compound Sentences (Ch.2), Commas (Ch.30)
Week 5: Complex Sentences, Run-Ons (Ch.20)
Week 6: Test 2, Paragraph Planning (Ch.9)
Week 7: Paragraph Writing (Ch.2), Exemplification (Ch.3)
Week 8: Effective Word Usage (Ch.19), Description (Ch.6)
Week 9: Illogical Shifts (Ch.23), Subject Verb Agreement (Ch.22)
Week 10: Illogical Shifts, Subject Verb Agreement
Week 11: Test 3, Paragraph Drafting and Revising
Week 12: Paragraph Drafting and Revising
Week 14: Paragraph Writing and Revising
Week 15: Paragraph Writing and Revising, Final Exam Review

STUDENT ATTENDANCE POLICY: The maximum number of absences allowed for this class is ten percent of the class contact hours. Habitual tardiness may also result in absences. Students will be counted absent from the date of registration. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the course. Students will be administratively withdrawn from the course for any of the following attendance issues: (1) If a student has not attended at least one class by the ten percent census date, (2) If a student is absent for more than ten percent of the course meetings, and (3) If a student is absent for more than six contiguous course hours. Students who are administratively withdrawn from the course must submit the paperwork to officially withdraw before the last date of withdrawal in order to avoid a "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The last day to officially withdraw before receiving an "F" is published in the academic calendar for each academic year. ENG 80-5H1 is a hybrid course, meaning that part of the course meeting times are scheduled online.

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.

COURSE POLICIES:

1. Academic Integrity: Students are expected to follow the academic integrity policy. Instances of cheating, lying, or plagiarizing will not be tolerated. Assignments and tests that have been plagiarized or exhibit proof of cheating will earn a grade of "F" for the first offense. Subsequent offenses will earn the student a failing grade for the entire course.
2. Absences: It is your responsibility to keep track of your absences. I will not warn you when you are close to or over the limit. It is also your responsibility to make up any missing assignments. You are responsible for material covered in class whether you are present or not, including announcements of class-work and assignments due.
3. Excused Absences: 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)s

4. Tardies: If you are more than ten minutes late to class, you will be marked "tardy." Three tardies are counted as an absence for attendance purposes. Leaving class early may also result in a tardy. You are responsible to collect any missing material that may result from any tardies.

5. Make-Up Work: Students are eligible to make work only if they have missed an assignment due to an excused absence or if the student receives permission from the instructor to make-up an assignment. Late work will be penalized 10 points per day, including weekends, for up to five days. After five days, the assignment will no longer be accepted. Assignments are generally due at the start of class. Assignments not turned in at the start of class may be considered half a day late and, consequently, may be penalized by five points. If a student is absent from class on the day an assignment is due and the student does not turn in the assignment on time, the assignment will be considered late unless the student’s absence is excused. If a student is absent the day an exam is assigned, the student may make up the exam only if the absence is excused. Certain assignments may not be accepted late, as deemed by the instructor.

7. Test Policies: There is to be no talking during an exam. Raise your hand and wait to be recognized by the instructor before speaking during an exam. Any student talking during an exam may receive a zero for that assignment grade. Exams will begin and end on time; therefore, students arriving late will not receive additional time.

6. Electronic Devices: Cell phone use is strictly prohibited during class. This includes “bluetooth” and any other hands free device. If the instructor finds a student using a cell phone during class, she will ask the student to leave class, which will result in an unexcused absence for the student. Keep your cell phone turned off or placed on vibrate and put away at all times during class. If you have an emergency situation and must make or receive a call on your cell phone, please be courteous and exit the classroom first.

7. Computer Lab Usage: ENG 80 meets in a computer lab for class; thus, all computer lab policies must be enforced. Students may not eat or drink in the computer lab. Students should only use the computers to complete assignments for ENG 80. Students who use the computer for other purposes will be asked by the instructor to leave class, which will count as an unexcused absence.

8. No children or pets allowed in class.

If you cannot reach your instructor, you may contact, Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)792-1521, ext. 246 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

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

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 792-1521, ext. 293.