

**MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS**

Semester/Year: Spring 2011

COURSE NUMBER: ENG 080 LC1

INSTRUCTOR: Katrina Hinson

COURSE TITLE: Writing Foundations

OFFICE NO: Building 4, Room 8A

CREDIT HOURS: 4

OFFICE/VIRTUAL HOURS:

Monday – 8AM-11AM, 3-4PM

Tuesday – 8AM-10AM,

Wednesday -8AM-10 AM

Thursday – 9 AM – 10AM

Friday – 8 AM- 10 AM

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

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

COREQUISITES: None

PHONE NO: (252) 792-0308

FAX: (252) 792-0826 ATTN: Katrina Hinson

E-MAIL: khinson@martincc.edu

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:

Students who successfully complete this course will be able to:

1. Apply the conventions of standard written English.
2. Write a variety of correct, effective sentences and paragraphs.
3. Evaluate effectiveness of a variety of sentence structures and paragraph forms.

COURSE COMPETENCIES:

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

1. understand that writing is a creative process that requires thought and will use the steps of the writing process --- prewriting, writing, and revision --- in your own writing
2. understand how a paragraph functions and how each sentence in the paragraph is important
3. write paragraphs with clear topic sentences and relevant supporting sentences and concluding sentences
4. write paragraphs demonstrating coherence and unity
5. learn to recognize and write coherent sentences and learn to analyze sentences to correct any sentence structure, grammar, or punctuation errors
6. create a portfolio to represent the mastery of the above knowledge and skills
7. may make an oral presentation to the class
8. perform daily oral interaction with the instructor and other classmates involving such activities as answering questions, reading aloud writing samples, offering peer-editing feedback, and participating in other peer or group discussion.
9. Demonstrate understanding of basic grammar skills:

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

REQUIRED TEXTBOOKS:

Kirszner, Laurie G. and Stephen R. Mandell. (2008). *Focus on writing paragraphs and essays*. Boston: Bedford.
ISBN 978-0-312-44088-6

Edgerton, Clyde. *Walking Across Egypt* (1987). New York: Ballantine.
ISBN 345-41907-3

SUPPLEMENTAL RESOURCES: A note book (3 ring binder preferred but you may use a spiral bound note book), tabs for the notebook, loose leaf paper, 1 marble (black and white ones) note book, 5- 2 pocket folders, pens/pencils, a flash drive. Other resources such as poster board, markers and glue sticks may be needed during the semester for in/out of class projects. Essays for reading assignments in class/out of class will be provided by the instructor. The essays come from an anthology of essays edited by Samuel Cohen. Students do NOT have to purchase this book. We're only reading 6 essays for the purpose of the class. Some of the essays are also available online and I have listed the locations below.

Cohen Samuel. *50 Essays: A Portable Anthology* (2011). Boston: Bedford. ISBN 0-312-609-65-5

Zora Neal Hurston's "*How It Feels to Be Colored Me*"
<http://xroads.virginia.edu/~ma01/grand-jean/hurston/Chapters/how.html>

Michael Pollan's "*What's Eating American*"
<http://michaelpollan.com/articles-archive/whats-eating-america/>

Martin Luther King Jr.'s "*Letter From a Birmingham Jail*"
http://www.africa.upenn.edu/Articles_Gen/Letter_Birmingham.html

Jonathan Swift's "A Modest Proposal"

<http://www.gutenberg.org/files/1080/1080-h/1080-h.htm>

It is also recommended that you have access to a computer and that your computer have Microsoft Office 2003 or greater, Adobe Acrobat reader (available for free at www.adobe.com). If you do not have Microsoft Office, you can download a program called Open Office at www.openoffice.org for free. This program provides a word processor, an excel spreadsheet program and a PowerPoint program.

LEARNING/TEACHING METHODS: Lecture, in and out of class drafting, revising, and editing; outside reading assignments; reflection activities; writing and grammar practice; use of appropriate discipline related technology. Students will have to type final drafts of all major papers. Students will be expected to check their email on a regular basis. **There will also be an outside reading assignment. Students will be assigned a novel to read throughout the duration of the course and will be quizzed at various intervals. There will also be a written assignment due on the novel.**

Lecture notes and presentations may pull information from other texts which are not required; the instructor will provide access to any other needed reading material.

ASSESSMENTS/METHODS OF EVALUATION:

1. Daily Journal Writing (includes vocabulary)
2. Writing Assignments
3. Outside Reading Assignments
4. Grammar Practice
5. Poster Project(s)
6. Quizzes and Tests

GRADING POLICY:

Journal(s) 10%
Outside Reading Assignment 10%
Writing Assignments 50%
Poster Project 10%
Tests and Quizzes 10%
Final Exam 10%

Grading Scale:

A	93 – 100
B	85 – 92
C	77 – 84
F	Below 77

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.

Students should hand in all work on time. The instructor might not accept late work. If the instructor accepts late work, students should not expect to earn full credit for this work. The maximum consideration for a late assignment or a missed quiz is 2 days. If no attempt is made within 2 days, the grade will stand at "0".

*****Outside Reading: Novel – Walking Across Egypt by Clyde Edgerton – Assignments and quizzes will be announced and WILL BE DUE on TIME.***

COURSE OUTLINE: *This course outline is subject to change and/or modification*

Week	Grammar and Mechanics	Reading and Writing Activities	Writing Assignments
0.5	What do you know?	Introduction to the course	"Pyramid of Self"
1	Commonly Confused Words, Capitalization rules		The Writing Process, Elements of the Paragraph.
2	Parts of Speech, Subject and Verb; Simple Sentences; End Punctuation Marks	David Sedaris' "Plague of Tics" (pp. 359-372)***	Narrative Writing; Subject, Audience, Purpose and Pre-Writing, Outlining, Drafting, Revising
3	Compound, Complex, Compound-Complex Sentences; Comma's and Semi-colons		Paragraphs - Subject, Audience and Purpose; Narrowing a Topic, Revising/Editing/Proofreading
4	Review of Coordination and Subordination. Comma's and Semi-Colons	Zora N. Hurston's "How It Feels to Be Colored Me." (pp. 182-186)***	Descriptive Writing; Strengthening Paragraphs; Time, Space, and Order of Importance, Relevance and Exact Language - Use of Transitions
5	Fragments, Run-Ons, Review of Sentences, Parallelism		Peer Review, Editing and Revising
6	Prepositional Phrases, Subject-Verb Agreement; Consistent Verb Tenses and Irregular Verbs	Michael Pollan's "What's Eating America" (pp. 300-306)	Identifying causes and effects, word choice, Cause and Effect Writing;
7	Pronoun Types, Pronoun Agreement, Pronoun Reference, Point of View		Peer Review, Editing and Revising
8	Misplaced Modifiers, Dangling Modifiers	James Baldwin's "Notes on a Native Son" (pp. 50-71)	Compare and Contrast Writing;
9	Double Negatives		Peer Review, Editing and Revising
10	Review for Final	Martin L. King's "Letter from a Birmingham Jail" (pp 203-20) and Swift's "A Modest Proposal" (pp. 38795)***	Poster Presentations, Prep for Persuasive/Argument Writing
11	Final Exam	Study for Final Exam	Persuasive/Argument Writing Assignment

Note: Journals are part of each week's in/out of class work

STUDENT ATTENDANCE POLICY: The maximum number of absences allowed for this class is ten percent of the class contact hours. Habitual tardies 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 80-5W1 is a web enhanced course, the course meets as traditional class but has additional resources and/or testing 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. See the note about plagiarism below:

Plagiarism:

Passing off the words of someone else as your own without giving them credit is a form of academic dishonesty known as plagiarism. It is a serious offense, and punishment will include at the LEAST a zero for the given assignment. Depending on the severity of the plagiarism, the student may receive an F for the entire class. To be safe, ALWAYS cite your sources. Proper citations in MLA style and a Works Cited page must accompany all papers (except in-class writing). You can find this in your text book, various online writing sources like the Online Writing Lab (<http://owl.english.purdue.edu/>). You can also find citation information by utilizing library resources.

2. 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.
3. Absences: You are strongly advised to NOT miss class. Missing class interferes with your ability to learn the material being taught. There is no excused versus unexcused absence. If you are absent, you're absent. **You MUST contact your instructor as soon as you know you are not going to be in class. It is recommended that you call AND email your instructor.** It is your responsibility to keep track of your absences. I will not warn you when you are close to or over the limit. Keep up with your absences and keep them to a minimum. It is also your responsibility to make up any missing assignments/ tests/ quizzes/projects/journals within 2 days of your absence. After the end of the class period on the 2nd day, I will not take your work. Please note that this does not say the end of the day or the next day. It says the end

of the class period. You are responsible for material covered in class whether you are present or not, including announcements of class-work and assignments due.

Financial Aid Info---Withdrawal from the College

Students who receive financial aid and withdraw from the College during the semester may owe large amounts of money to the U.S. Department of Education and Martin Community College. These debts will need to be satisfied before students will be allowed to continue their education. Before making a decision students **MUST** go the Office of Financial Aid to determine the financial consequences of withdrawing from school.

4. **Make-Up Work:** IF you are absent, you will only have 2 days to get your work in (in class assignment, journals, test, quizzes). At **the end of the 2nd class period**, if the work is not turned in, I do not have to and may not accept it. IF it is accepted, you will not get full credit for it but consider that partial credit is better than a “0.” Assignments are generally due at the start of class.
5. **Test Policies:** Act like adults, focus on your test or quiz. There is to be no talking during an exam. Any student talking during an exam could be seen as cheating and may result in a “0” 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. **No texting or surfing the internet by phone during class.** If the instructor finds a student using a cell phone during class, you could be asked to leave class, which may result in an 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. No children or pets allowed in class.
8. **Ask for help before you start falling behind. I would like you to be successful in this class, and I will be glad to help you, time-permitting.**

Email

You can also email me to ask questions or request assistance on homework or papers. I will get back to you as soon as possible. I generally check my email often during the day when I have office hours and once in the evening around 6-7PM. You should continue to work while you’re waiting to hear back from me. **I cannot guarantee that I will check email on evenings and weekends.** I usually respond to emails within 48 hours. Please keep that in mind.

Some things I can easily help you with:

Questions about how to do specific assignments

Questions about what is due in class

(though you should also have the syllabus and the contact info of several classmates for this purpose)

Questions about writing, or your writing process, or about your work habits.

You can also ask me to look at a paragraph or two from your paper, **PASTED into the email. No attachments, please. I will not look at your ENTIRE paper. You will want to learn how to ask good questions, specific questions. The better your questions, the easier it is to assist you.**

Some Final Reminders

- ALWAYS save/make a copy of your essays before you turn them in.
- Save all essays and homework assignments until the end of the semester.
- Come to class every day and come prepared, but if you aren't prepared, come anyway. You may find it difficult to participate when you are not prepared.
- Complete all of the assignments and do them to the BEST of your ability.
- Come see me—or call me—or email me--as soon as you encounter any problems with the class.

If you cannot reach your instructor, you may contact, Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 pr (252) 789-0247 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) 792-0293.