

Course Guide Writing Skills 3 Spring 2012

ENG-023-05 Mon & Wed 9:30, Mad 212/ENG-023-21 Mon & Wed 1:00, Mad 204

GOALS - Students take this course. . .

- To improve writing skills for college courses
- To prepare for English Composition I

OBJECTIVES - By the end of this course, students should be able to . . .

- Plan and draft a five-paragraph essay with a clear thesis sentence
- Organize and connect ideas using common rhetorical patterns
- Revise essays for clarity, logic, support, and organization
- Edit sentences for correctness
- Summarize published articles
- Write essays in response to published articles

SUPPORT

- Office: Jefferson 220
- Contact Hours: Mon & Wed, 2:30-3:30 Tues & Thurs, 2:00-3:00
- Email: ehernandez@camdencc.edu
- Online practice: www.mhconnectenglish.com
- Voicemail: 856-227-7200 extension 4688
- Mail: Criminal Justice 115 (secretary: CJ 114)
- Tutoring/Lab: Learning Resource Center (LRC - Library) 3rd floor
- Disabilities Svcs.: College Community Center, Room 100A

CLASSROOM POLICIES

- No disruptions during lectures - no cell phone use, no food, no talking, no lateness, no leaving the room, no unrelated Internet use
- No cheating - college policy is F on test/assignment, possible F in course, and report to Dean of Students
- No excuses - all absences count; no excuse notes accepted; all work not submitted on due date is late
- No arguments - discuss disagreements with teacher in private; failure to comply with classroom policies and activities results in dismissal from classroom and report to Dean of Students

ATTENDANCE

You have 4 absences to use as needed for any reason, but no absences are excused. You are responsible for making up the work you miss when absent, and you are expected to submit late work as well as due work on the day you return. Total absences of 5 or more classes will result in failure of the course. Lateness is disruptive and should be avoided (see Classroom Policies). Lateness of 20 minutes or more is equivalent to a half absence.

GRADING

Your grade is based on essays (80%), quizzes/assignments (10%), and an editing test (10%). You need a 70% or higher average to earn a passing grade (70-79% = C, 80-89% = B, and 90-100% = A). You must also have a passing final portfolio of your work to pass the course. The Reading and Writing Skills Department does not use D as a final grade, so an average of 69% or below earns an F. Students who stop attending the course before the withdrawal deadline earn an NA (Not Attending) and are advised to officially withdraw. The last date of attendance is reported for grades of F and NA and this affects one's financial aid status.

ESSAYS

You will write eight essays on assigned topics. Each weighs equally in your course average (10% each). Three are written over one-two weeks and are revised and edited with teacher feedback, while two others are written over time and self-edited with help from peers. These five essays – which must all be typed – are graded on an A-F scale, and they may be revised and resubmitted for an attempt at a higher grade (original averaged with revision). Outlines, drafts, final copies and revisions are all submitted online. Essays not submitted on the due date are late and are reduced by one letter grade. Late essays will not be accepted after the 13th week of the semester. The remaining three are timed essays, written in class, and they are scored on a 1-6 scale. Missed timed essays must be made up at the start of the next class.

QUIZZES AND ASSIGNMENTS

There are frequent assignments from the book as well as online practice and quizzes, all scored on a 0-100 scale. This includes outlines and drafts of essays. Assignments not submitted on the due date are late and are reduced by 10%. Avoid late penalties by emailing work. Missed quizzes must be made up at the start of the next class.

EDITING TEST

A departmental editing test requiring you to make corrections to underlined errors is given at the end of the course. Correctly editing 14 out of 20 errors = 70%.

PORTFOLIOS

There are no midterm/final exams for this course, but your success is assessed through a portfolio of your writing. At midterm, you will submit one essay in draft and final form with a brief cover letter illustrating your progress. This is used to give you feedback and a progress report. At the end of the course, you will submit a portfolio with at least three writing samples – a timed essay, a revised teacher-edited essay, and a revised student-edited essay – along with a longer cover letter addressing each selection and reflecting on your writing. **You must submit all eight essays, earn at least a 70 average, and be in good standing on attendance in order to submit a final portfolio. You MUST have a passing final portfolio to pass the course, regardless of your course average.** This is departmental policy and there are NO exceptions. If your final portfolio is passing, you earn an A, B, or C. If it is failing, you earn an F, unless you have a passing average, in which case, you earn an MP (Making Progress); in either of these cases, you must repeat the course.

ONLINE RESOURCES

If you must be absent, you can avoid a late penalty for an assignment that is due by sending your work via email to the address noted on page 1. Email is the best way to communicate with your teachers; if you are absent, send a message asking what you missed and what is expected for the subsequent class.

Access to an online program is included with your textbook for free. When you purchase your textbook, make sure that it comes wrapped in plastic with a Connect access card. This will have a code you can use to register and create your Connect Writing account and access class assignments and online practice tools (see separate guidelines). If you have a reused, borrowed, or used book, you can get a Connect access code by sending me an email request.

TEXTBOOK

Langan, John. *College Writing Skills with Readings*. 8th. NY: McGraw-Hill, 2011.

Note: This is different than the book for all other sections of this course. Make sure to get the right one. The book for this section is white with a green and blue cover.

COURSE OUTLINE

This outline of daily lessons and assignments is tentative and subject to change as needed. Note: We will review homework assignments and you should be prepared to answer any homework questions during class review. All graded work, including outlines, drafts, and final copies of essays, grammar practice and quizzes, is submitted online; speak to me if this will be problematic for you. See page 448 in the textbook for correct MLA paper format.

Week	Date	Lesson	What's Due This Day
1	1/18	Introduction to course; Writing Sample	
2	1/23	Essay Structure page 6; Thesis p. 51; Parallelism p. 111	Read p. 3-10; Do Activities 2-4
	1/25	Essay 1: Description Pattern p. 185; Support p. 60; Parallelism Review	Read p. 185-194; Do Activity 1 p. 112
3	1/30	Organization & Transition p. 84; Verb Tense p. 113, 492; Quiz on Parallelism	Draft Essay 1; Do Review Tests 1-2 p. 133-135
	2/1	Verb Agreement p. 502; Paper Format p. 448; Essay 1 Workshop	Revise Essay 1 Draft; Do Review Test 3 p. 135 & RT1 p. 500-501
4	2/6	Essay 1 Due ; Essay 2: Example Pattern p. 231 and 647; Quiz on Verbs	Edit Essay 1; Read p. 231-241 & 647-648; Do Review Tests 1-2 p. 506-507
	2/8	Introductions & Conclusions p 94; Fragments p. 465	Draft Essay 2
5	2/13	Fragments Review; Semicolons & Colons p. 583-584; Essay 2 Workshop	Revise Essay 2; Do Review Test 1-2 p. 475-476
	2/15	Essay 2 Due ; Run-ons p. 479; Quiz on Fragments	Edit Essay 2
6	2/20	Essay 1 Revision Due; Run-ons Review; Commas p. 574	Revise/Edit Essay 1; Do Review Test 1-2 p. 489-490
	2/22	Essay 3: Process Pattern (Timed) Quiz on Run-ons	Do RT 1-3 p. 580-582; Read p 254-262, 391-393, 734-740
7	2/27	Essay 2 Revision Due; Midterm Portfolio Preparation	Revise/Edit Essay 2
	2/29	Midterm Portfolio Due; cover letter written IN CLASS ONLY	Edit portfolio essay
8	3/5	Summarizing p. 395; Essay 4: Cause/Effect Pattern p. 276	Read p. 276-285, 395-405, 729-731
	3/7	Pronouns p 114 & 518; Midterm Portfolio Conferences; Essay 4 Workshop	Draft Essay 4
		SPRING BREAK Week of 3/11-3/16	

Week	Date	Lesson	What's Due This Day
9	3/19	Essay 4 Due; Pronoun Agreement p. 513; Apostrophes p. 558	Revise/Edit Essay 4; Do RT 4 p. 137 & RT 1 p. 524
	3/21	Essay 5: Definition Pattern (Timed) Quiz on Pronouns	Do Review Tests 1-2 p. 516-517, RT1 p. 563; Read 325-338, 650-660
10	3/26	Essay 6: Comparison/Contrast Pattern; Citing Sources	Read p. 301-311, 443-446, 455-456
	3/28	Modifiers p. 531 & 535; Quotation Marks p. 565; Essay 6 Peer Review	Draft Essay 6
11	4/2	Essay 4 Revision Due; Modifiers Quiz; Essay 6 Workshop	Revise Essay 6 Draft; Revise/Edit Essay 4; Do RT 2 p. 534 & 539, RT 1 p. 571
	4/4	Essay 6 Due; Essay 7: Classification Pattern	Edit Essay 6 Draft; Read 344-351, 707-712
12	4/9	Essay 7 Peer Review & Workshop	Draft Essay 7
	4/11	Essay 7 Due; Homonyms & Word Choice p. 120-123, 594-602, 604-609	Revise/Edit Essay 7 Draft
13	4/17	Essay 6 Revision Due; Essay 7 Revising Workshop	Revise/Edit Essay 6; Do RT 5-9 p. 137-142, RT 1 p. 602
	4/18	Essay 8: Argument Pattern (Timed) **Last Day for Late Papers**	Read p. 363-377, 594-601
14	4/23	Essay 7 Revision Due; Final Portfolio Preparation	Revise/Edit Essay 7; Bring all untimed papers on USB
	4/25	Final Portfolio Due ** cover letter written IN CLASS only**	Edit untimed portfolio selections
15	4/30	Sentence Skills Review **Last Day for unfinished online work**	Do Editing Tests 3-5 p. 614-617
	5/2	Editing Test	Do Editing Tests 6-7 p. 618-619
16	5/7	Last Day/Individual Conferences	

Most course material, including notes, lessons, writing assignments, and more, can be accessed through the website www.profhernandez.weebly.com Write this address on a separate paper in case you lose this course guide.