

El Paso Community College Syllabus

Instructor's Course Requirements

Fall 2011

I. Course Number and Instructor Information:

English 0309: College Prep Writing (CRN: 12637)

Instructor: Isela Maier E-mail: mrive101@cp.epcc.edu

Office Hours: Northwest Campus -MWF: 11a- 12, Tues. 10a – 11a (room M21) and by appointment

II. Textbooks and Materials:

A. Required Texts :

- Gates, Lynne. Phadke, Suneeti. The Writer's World Paragraphs and Essays. Third Edition, New Jersey: Pearson Prentice Hall, 2009.

B. Materials:

- Notebook for class notes; two folders with pockets, current college dictionary, note book paper (wide-lined)

III. Course Requirements and Evaluation

A. Course Requirements:

This course is a developmental class designed to prepare students to write at a college level. Reading comprehension, composition skills, use of English grammar, sentence structure, thesis statement, topic sentence, and other areas will be addressed in this class.

B. Evaluation

- a. Students will write 8 paragraphs. Three paragraphs will be written in class; all out of class paragraphs must be typed and double-spaced. Each paragraph is expected to be 150-200 words. Paragraphs will constitute **50%** of your grade, including drafting, revising, editing and class participation. The other 50% of your grade will come from the final in-class paragraph (**20%**), grammar exam (**10%**), grammar exercises and quizzes (**10%**), and completion of (10) ten hours Plato instruction (**10%**).
- b. Rewrites/Late Papers: Paragraphs may be rewritten **only** at the instructor's request. If I think that you have either misunderstood the assignment or that your errors are too many for me to grade your paper, I may ask you to rewrite it at least once before assigning a grade. Once the paper is graded, the grade is final. No exceptions. *Late papers will not be accepted.* If you know you will be absent, work must be submitted ahead of time. Exceptions will be rare and absences must be documented. It is the student's responsibility, whether present or absent, to obtain all material presented and to complete all course assignments. Homework is to be completed before class begins. Keep a duplicate of all major essays in case the original is lost or misplaced by the instructor or student. The instructor is not responsible for lost papers.
- c. Students need to have a passing average of "C" or better in class work and pass the Final Exam in order to pass this course.

Schedule of Assignments (English 0309- 12637)

All assignments come from *The Writer's World* unless otherwise noted

Grades will be determined using the following points system:

Paragraphs paragraphs 1&2 (25pts ea.) paragraphs 3,4 & 5 (50 pts ea.) paragraphs 6,7, & 8(100 pts ea.)	500
Quizzes/Exercises	100
Plato (10 hrs)	100
Grammar Exam	100
Final (exit) Exam	200
Total points	1000

Point distribution:
A = 900-1000
B = 800-899
C = 700-799
D = 600-699
F =599-below

IV. Instructor's Policies

A. Attendance

Roll will be taken daily. Class and group activities are a big part of this class. Please notify the instructor of any illness or crisis which may result in absences; document your absence whenever possible. Students may be dropped after three unexcused absences; **however, obligation for withdrawal from the class rests with the students**. If you wish to withdraw from the class with a W, do so by November 11, 2011. Students who stop participating in class and have not withdrawn by the withdrawal date deadline will receive an "F" grade for the course.

B. Tardiness

Habitual tardiness and/or habitual early departures from class will affect your final grade. Three (3) tardies equals one (1) absence.

C. Classroom Conduct

Rudeness or disruptive behavior will not be tolerated. Therefore, instructors will manage the classroom environment to promote a positive learning experience for all students. If a student disrupts the class, he/she will be asked to leave the room and will be marked absent. Disruptive conduct includes talking while the instructor is speaking, interrupting other students or the instructor, texting or playing on cell phone, doing work for other classes during class, engaging in any other type of rude, disrespectful behavior, or any other violation in the EPCC Student Code of Conduct handbook. Please turn off your cell phones and any other electronic devices while you are in class.

D. Academic Dishonesty:

Academic dishonesty is an act by a student to use and/or represent the work of other individuals as that of his or her own production and/or creation. Academic dishonesty can take different forms: cheating, plagiarism, and/or collusion. Cheating consists of obtaining information from someone other than the instructor during an exam. Plagiarism is submitting someone else's work under your name and collusion is the unauthorized collaboration with another person in preparing your written work and submitting it as your own. Depending upon the instructor's evaluation of the severity of the dishonest act, students may be penalized by receiving a failing grade for the assignment, or for the entire course.

VI. Calendar

**Calendar is subject to change

Week 1 Aug 23, 25	<p>Introductions, Syllabus, Plato In-class diagnostic paragraph Intro to the Writing Process – Exploring (chapter 1); discuss writing activity in each chapter Grammar: Parts of Speech Paragraph Patterns: Description (chapter 6), Read “Aunt Tee” (pg 554) Paragraph #1: Description</p>
Week 2 Aug 30, Sept 1	<p>Continue The Writing Process – Developing, Revising and Editing (chapter 2-3) Paragraph Patterns: Narration (chapter 5), Read “Why I worked with La Migra” (pg 569) Grammar: Sentence types – (chapters 16 - 18), Paragraph #2: Narration</p>
Week 3 Sept 6, 8	<p>Paragraph Patterns: Process (chapter 7), Read “Control Your Temper” (pg 546) Grammar: Common Sentence Errors (chapters 20-22); Sentence Variety (chapter 19) Paragraph #3: Process <u>Quiz #1</u> - Sentence and Grammar</p>
Week 4 Sept 13, 15	<p>Grammar: Verbs – Present and Past Tenses Past Participle, other Verb Forms (chapter 23-25) Subject-Verb Agreement and Tense Consistency</p>
Week 5 Sept 20, 22	<p>Paragraph Patterns: Definition (chapter 8) Read “Dancing with Fear” (pg 544) Grammar: Adjectives and Adverbs (chapters 30 & 31) Paragraph #4: Definition</p>
Week 6 Sept 27, 29	<p>Grammar: continue with Adjectives and Adverbs (chapters 30 & 31) <u>Quiz #2</u> - Sentence and Grammar</p>
Week 7 Oct 4, 6	<p>Paragraph Patterns: Classification (chapter 9) Read “Advertising Appeals” (pg 557) & “The Purpose of Pets” (pg 225) Grammar: Common Sentence Errors- Fragments/Run-ons (pg 309+) Paragraph #5: Classification</p>
Week 8 Oct 11, 13	<p>Paragraph Patterns: Compare /Contrast (chapter 10) Read “Two Jobs” (pg 230) & “Religious Faith vs. Spirituality” (pg 541) Grammar: Word Use and Spelling – Exact Language and Commonly Confused Words (chapters 32 & 33)</p>
Week 9 Oct 18, 20	<p>Paragraph Plan for Compare/Contrast essay <u>Quiz #3</u> - Sentence and Grammar Paragraph #6: Compare/contrast <u>in class</u></p>
Week 10 Oct 25, 27	<p>Revise paragraph #6 Grammar: Editing Paragraphs (chapter 37) Paragraph Patterns: Cause & Effect (chapter 11) Read “Job Candidates and Facebook” (pg 559) Grammar: Punctuation & Mechanics – Commas, the Apostrophe, Quotations Marks, Titles, Capitalization and other Punctuation Marks</p>
Week 11 Nov 1, 3	<p>Grammar: Punctuation & Mechanics (continue) – Commas, the Apostrophe, Quotations Marks, Titles, Capitalization and other Punctuation Marks Paragraph #7: Cause & Effect</p>

<p>Week 12 Nov 8, 10</p>	<p>Intro to Argumentation and Persuasion Paragraph Patterns: Argument (chapter 12) Read "It's Class, Stupid" (pg 535) Grammar Review <u>Grammar Exam #1</u></p>
<p>Week 13 Nov 15, 17</p>	<p><u>Quiz #4</u> - Sentence and Grammar Paragraph #8: Argument in class</p>
<p>Week 14 Nov 22 Nov 24- no class</p>	<p>Revise Paragraph 8 No class – Thanksgiving Break 11/24</p>
<p>Week 15 Nov 29, Dec 1</p>	<p><u>Grammar Exam #2</u> Practice in class writing Paragraph #9 - In class (final exit paragraph, first attempt) All students must attend the in class final exit paragraph exam</p>
<p>Week 16 Dec 8</p>	<p>Exit Paragraph (second attempt) Thursday, December 8th, 11-1pm</p>