



SUL ROSS STATE UNIVERSITY
ACADEMIC CENTER FOR EXCELLENCE
Common Course Syllabus
ENG 0300

COURSE TITLE: Writing Skills
SECTION, CLASS DAYS & TIME: MWF 8:00-8:50AM
CLASSROOM: FH 203

INSTRUCTOR: April Poissant
INSTRUCTOR'S Office: Ferguson Hall 206
INSTRUCTOR'S PHONE #: 432-837-8522
INSTRUCTOR'S E-MAIL: april.poissant@sulross.edu
INSTRUCTOR'S OFFICE HOURS: Tuesdays 2:00-5:00PM, or by Appointment

CREDIT HOURS: 3
LECTURE HOURS: 3

PLACEMENT: TSIA: Essay score of 1-3 with multiple choice score of 350 or higher OR 1-3 essay score with ABE score 4-6 OR no essay score (only a multiple choice score).

CATALOG DESCRIPTION:

ENG 0300 Writing Skills (3-0). This course is designed for students whose score on an approved assessment instrument does not meet minimum requirements on the writing portion of the assessment. In this course, students will develop their writing and reading skills through daily exposure to writing and reading exercises. Topics included in this course are grammar, sentence structure, paragraph development, and essay writing. Areas which will be emphasized for essay writing are appropriateness, unity and focus, development, and organization. Credit in this course cannot be used to satisfy requirements for any degree. Students must earn a grade of C or better to progress to ENG 1301.

TEXTBOOK: English Grammar (Barcharts)

SUPPLIES: Internet access, Sul Ross e-mail account, Blackboard account, Paper, Pens, Highlighters

LEARNING OUTCOMES:

After completing this course, the student should be able to demonstrate competency in the following:

- 1) Successfully complete any given writing assignment from creating and generating ideas, to revisions, to editing, to final drafts.
- 2) Demonstrate an understanding of the concepts of a well written essay:
 - a) Analyze a given topic by examining the topic, by showing an understanding of the importance of audience, purpose, and occasion, and by using a language and style appropriate to the writing assignment;
 - b) Provide unity and focus by writing clear and precise thesis statements and topic sentences, by maintaining a central idea throughout the entire essay as well as throughout the individual paragraphs, by selecting a point of view that is appropriate to the topic, and by maintaining this point of view throughout the essay;
 - c) Develop a specific topic by giving the appropriate amount of specific and in depth supporting details as well as to be able to present ideas clearly and with logical sequencing;
- 3) Show competency in matters of sentence grammar, mechanics, and usage:
 - a) Write sentences that are effectively structured and free of structural errors and free of errors in usage;
 - b) Spell common words correctly and use the conventions of capitalization and punctuation properly.

COURSE REQUIREMENTS:

See your instructor's syllabus addendum for specific requirements.

METHOD OF EVALUATION:

See your instructor's syllabus addendum for specific requirements.

ACADEMIC ETHICS: Please remember that real success comes from learning how to do the work yourself. Your instructors believe that you are an honest individual and expect that all of the work that you do results from your own efforts. You know that a college education costs too much for you to waste your time trying to beat the system rather than figuring out how to learn the material. You know that any form of cheating is dishonest and it makes you look very bad. Your instructor will have specific responses to any academic dishonesty that s/he may encounter. A repeated instance of academic dishonesty may result in your situation being forwarded to the Dean of Student Life. Please see the *SRSU Student Handbook* for a more complete discussion of academic honesty.

ATTENDANCE POLICY: Sul Ross State University and the State of Texas require each student liable for any portion of the Texas Success Initiative (TSI) to attend and participate in developmental coursework. If you fail to attend and/or participate, you will earn an “F” for the course. Also, it is a course requirement that you take the mid-term and final exams. Failure to do so will result in your earning an “F” for the course.

If you must be absent, you are responsible for finding out what was covered and assigned in class in order to be prepared when you return to class. According to the University catalog, “When a student has to miss class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance [and to complete all assignments] within a reasonable time and at the convenience of the instructor.”

If you are absent from class, you will want to contact a classmate and get the notes that you missed.

Class Member: _____

Phone #: _____ E-Mail: _____

Class Member: _____

Phone #: _____ E-Mail: _____

CELL PHONES: Cell phones going off during class are disruptive. Be a considerate class member. Turn off your cell phone before class begins and keep it turned off throughout the class period. If you feel that you have an emergency situation that requires your phone being left on, speak with your instructor before class. Should you fail to silence (including the “vibrate” function) your phone, you risk being counted absent.

COURSE COMMITMENT: You will make the decision about how long it takes you to clear your developmental writing requirement. Please keep these thoughts in mind:

1. Your registration in this course is the result of *your* writing test scores and, at this time, those scores do not indicate that you could be successful in an intensive writing college level class. We want you to be successful in your college level writing courses, so learn everything that you can in this class.
2. It costs as much to take this class (at least \$830) as it does to take any other SRSU three-hour course. Yet you know that this course does not count towards your degree. You will save a lot of money and time if you decide to clear your developmental writing requirement as quickly as possible.
3. You are the only one who can make the commitment to be successful in this class. You will decide how much time you spend doing homework, asking your instructor questions, and visiting with a tutor. So come to class and complete this course with a grade of “C” or better this semester.

EXTRACURRICULAR ELIGIBILITY: You will sign a contract with ACE that notes that if you do not pass all of your developmental education coursework this semester, or receive a grade of “PR” (ED 0200, ENG 0200, MATH 0200, ED 0300, ENG 0300, ENG 0310, MATH 0300, and/or MATH 0301), then you will not be eligible to participate in any extracurricular SRSU activities next long semester. Extracurricular activities include, but are not limited to, Student Government Association, Campus Activities, Athletics, and Rodeo.

STUDENT ASSISTANCE: Tutors are available in the Academic Learning Center, Ferguson Hall 213, free of charge. Please check with the Academic Learning Center for hours and days of tutor availability.

STUDENTS WITH DISABILITIES: If you have a disability and need an accommodation, you should contact the Counseling and Accessibility Center located in Ferguson Hall, Room 112 (432-837-8203). You are responsible for presenting to the instructor any accommodation letter(s) and instructions.

TEXAS SUCCESS INITIATIVE (TSI) ADVISING: As a developmental education student, you have a TSI hold on your records. In order for you to register for the next semester, you must see a TSI advisor in Lobo Den. Lobo Den is located in Lawrence Hall, Room 102 and their phone number is 432-837-8982.

INSTRUCTOR'S SYLLABUS ADDENDUM:

COURE GRADES:

A (90 – 100), B (80 – 89), C (70 – 79), F (Below 70)

PR-The student attended class, participated in activities, and made progress in the course, but will need to retake the course. A grade of PR is given at the instructor's discretion, and an overall evaluation will be made of the student's attendance, assignments, exams, and participation in the course.

GRADING PERCENTAGES:

Attendance	10%
Major Essays:	45% (15% each)
Journal:	10%
Assignments:	10%
Mid-Term	10%
Final	15%

COURSE EVALUATION:

Students will be evaluated by attending class regularly, completing minor weighted and major weighted assignments; including journal entries, in-class and out-of-class assignments, Blackboard assignments, major essays (3), the mid-term exam, and the final exam. (See percentages above.)

Blackboard assignments will be given about every other week of the semester. On these days, students will not attend face-to-face class, but instead will log on to Blackboard to complete their assignment. Students can complete this work at the computer lab, the library, on personal computers using Sul Ross Wireless Internet, or on their home computers. The assignments will open on Friday at the regularly scheduled class time, and will close on Sunday evening at 11:59PM. These assignments must be submitted directly to Blackboard. Hard copy assignments will not be accepted on Monday. Students should log on to Blackboard in a timely manner on Friday to be sure they can access the assignment. Students will have practice submitting assignments prior to the first Blackboard submission, so all students should be able to post their assignments online accordingly.

Students will write three major essays during the semester. Each essay will use the steps in the Writing Process. Students will be required to take their paper to either the Academic Learning Center or the Writing Center, or students may submit their paper to Smarthinking for online tutor evaluation. Students must use each of these resources during the semester, but students may decide which to use on each of the three essays. Only one resource is required to be used for each essay, and students will be evaluated for completion of this step. If a student does not use one of these resources on a major essay, then the essay will only be given partial (50%) credit. Students are required to complete the three essays regardless if any credit is earned. Failure to turn in all three essays will make the student ineligible to pass the course. Students will have the opportunity to revise their final drafts for up to one letter grade higher score.

Students will be required to take two exams: a Midterm and a Final. Students are required to take each of these exams. Failure to complete either exam will result in an "F" for the course. The Mid-term will be given through Blackboard, and the students will complete it on their own time. The Final will be given during Finals Week at the end of the semester. Exams cannot be taken late or made up for any reason. If a student will not be able to complete the Mid-term by the due date for any reason, then they need to see the professor at least one class period before the scheduled Mid-term to arrange to take it in advance. The Final Exam must be taken at the scheduled time during Finals Week.

Students will also keep an online journal. The journal entries will be completed through Blackboard. These entries will not be accepted in hard copy, and are due on the dates given.

Students will complete in-class and out-of-class assignments. In-class assignments must be finished and submitted before class ends. Out-of-class assignments may be completed in hard copy or through Blackboard, and will be due either before class begins on Blackboard or at the beginning of class in hard copy.

ATTENDANCE:

Attendance is mandatory in this course. Students are expected to attend class on a weekly basis. For each absence a student accrues, they will be penalized 5 points from their attendance percentage of the overall course grade. If a student has excessive absences (9 absences), then they will be given an "F" for the final course grade. Students who miss class on the due date for major assignments must make arrangements to turn in the assignments before class time. Assignments submitted after class time will be seen as late, and will only be accepted at the instructor's discretion. Students, who miss class on the day for the Mid-term or the Final Exam, will receive an "F" for the exam and for the course. If a student knows they will be absent for the Mid-term, then it is the student's responsibility to make arrangements with the instructor to take the exam in advance. The exam may be a different version than the one given to the class on the exam day. If a student misses the Final Exam, then they will earn an "F". The Final must be taken on the day scheduled.

If a student will be absent due to an official SRSU activity/event, then the student must inform the professor at least one class period in advance of the absence to be excused from their absence. If the student does not inform the professor in advance, then they will receive an absence accordingly.

Students who are late to, unprepared for, or do not participate in class will receive an absence for the day, and will be asked to leave the classroom. A student who is asked to leave the classroom must meet with the professor prior to the next class meeting to regain entry into the class. If a student does not meet with the professor, then they will not be permitted to attend class until they do so.

LATE WORK:

Late work will not be accepted. Any exceptions to this will be at the instructor's discretion.

EXTRA CREDIT:

Extra credit will be given at the instructor's discretion, but is not guaranteed.

DEVELOPMENT EDUCATION CONTRACT:

Students will receive and are required to sign a Developmental Education Contract. Students will receive a copy of the contract to keep for their records.

CLASSROOM BEHAVIOR:

Students are expected to conduct themselves in a manner conducive to a college environment. Any communication between students and the instructor should maintain a professional tone and style. If a student uses language that is not appropriate for the classroom, they will be asked to refrain from such language. If a student continues to use the same type of language, they may be asked to speak with the Dean of Students or the ACE Department Chair, and could face disciplinary action.

ELECTRONIC DEVICES:

All students are expected to have access to a computer, the Internet, Blackboard, Sul Ross Email, and current versions of the Microsoft Office Word program. Students who do not have access to a personal computer may use the computers located in the on-campus computer lab or the library. A student who does not have a computer or access to the other requirements will not be excused from completing online assignments submitted through Blackboard.

BLACKBOARD ASSIGNMENTS:

About every other Friday of the semester, students will complete a Blackboard assignment that will count as both an assignment and attendance credit. Students will not have face-to-face classes on these dates. Please refer to the class schedule to see which Fridays are affected. The assignments given will need to be finished before the assigned deadline. If a student does not complete these assignments, then they will receive a zero and an absence. Students will also use Blackboard as a means to submit assignments. Assignments due to Blackboard will not be accepted in hard copy.

ACADEMIC LEARNING CENTER:

The Writing Skills Lab is located in FH 213. Tutors are available to help students with any issues they may have with their writing assignments. Students are required to take advance of this service to help improve their writing before turning in major assignments for grading.

WRITING CENTER:

The Writing Center is located in MAB 102. Graduate students are available to assist students with their writing assignments. Students are required to take advance of this service to help improve their writing before turning in major assignments for grading.

SMARTHINKING:

All students will have use of on-campus computer labs, writing centers, and academic learning centers.

Students will be required to have a tutor at Smarthinking.com evaluate their essays before they will be accepted. Tutorial comments must be attached to all essays and must be submitted to Blackboard Assignments, or they will not be accepted. You can gain access to Smarthinking.com by using the link through Blackboard. If you have questions about this process please contact technical support at the university.

ACADEMIC HONESTY:

Students who are found to have committed plagiarism, collusion, or cheated, will be dealt with according to university policies. Students will automatically receive an “F” for any instances the instructor feels are warranted, and could possibly receive an “F” for the course depending on the severity of the issue.

Submitting purchased papers or papers that have been submitted for another class is considered Academic Dishonesty and will result in a zero for the assignment, and could result in an “F” for the course.

According to the *SRSU Student Handbook* about “Academic Honesty,” “The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. “Cheating” includes:

1. Copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. “Plagiarism” means the appropriation and the unacknowledged incorporation of another’s work or idea in one’s own written work offered for credit.
9. “Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.
10. “Abuse of resource materials” means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
11. “Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
12. “Falsification of Data” means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and eventually, to the Provost and Vice President for Academic and Student Affairs before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Provost and Vice President for Academic and Student Affairs shall be final.”

IMPORTANT DATES:

September 7-Labor Day Holiday, No Classes

September 9-12th Day of Class, Last Day to Drop a Course without a Record

October 7-Essay #1 Due

October 16-Mid-term Exam (Due by 11:59PM, on October 18 through Blackboard)

October 19, 21, and 23-No Class Meetings, Instructor at a Conference (Assignments through Blackboard)

October 30-Essay #2 Due

November 13-Last Day to Drop with a "W," Deadline 4:00PM

November 20-Essay #3 Due

November 25 and 27-Thanksgiving Holiday, No Classes

December 7, 8, 9, and 10-Finals Week, Final Exam Time TBA

December 12-SRSU Graduation